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SACRAMENTO  
616 K STREET  
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LOS ANGELES OFFICE  
MIRROR BUILDING  
145 SOUTH SPRING STREET  
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SAN FRANCISCO OFFICE  
GRAYSTONE BUILDING  
948 MARKET STREET  
2

STATE OF CALIFORNIA

## Department of Social Welfare

MYRTLE WILLIAMS  
DIRECTOR

Sacramento 14  
August 31, 1949

ADDRESS REPLY TO:

FILED

in the office of the Secretary of State  
of the State of California

SEP - 1 1949

AL 115 o'clock p M  
FRANK M. JORDAN, Secretary of State  
By *Chas J. Hagerty*  
Deputy

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of revisions to the Manual of Policies and Procedures which are being filed in accordance with Section 11380 of the Government Code.

These regulations were adopted by the State Social Welfare Board in so far as they pertain to ANC and APSB pursuant to the powers conferred upon it by the Welfare and Institutions Code, Section 103, on August 26, 1949.

The regulations contained in Sections 073-20, 645-28, and 645-71 are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health, and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

*Myrtle Williams*  
MYRTLE WILLIAMS, Director  
Department of Social Welfare

RECEIVED  
SACRAMENTO, CALIF.

1949 SEP 1 PM 1 00

468  
FRANK M. JORDAN  
SECRETARY OF STATE  
STATE OF CALIFORNIA  
Attachments

ENDORSED  
FILED  
in the office of the Secretary of State  
of the State of California  
SEP - 1 1949  
AL 1 o'clock p M  
FRANK M. JORDAN, Secretary of State  
By CHAS. J. HAGERTY, Deputy



ANC--Item 18; Cols. 12 and 14

Record under Columns 12 and 14 of Item 18 the reason in the heading of the columns which most nearly states the reason why either or both parents are not able to support the children. These reasons are not to be confused with the statutory classifications noted in Chapter 190-00, Classification, but should record the reason for the deprivation of support of the natural or adoptive parent(s). The following definitions of reasons apply:

DEAD--Report as dead those persons for which proof of death is a matter of record or persons who have been declared legally dead by a court.

DESERTED (DES.)--Record as deserted all cases in which whereabouts of parent is unknown and parent is not contributing to support of child for that reason.

IMPRISONMENT (IMPRIS.)--Record as imprisoned only if father and/or mother is incarcerated in a State or Federal penal institution.

MENTALLY INCAPACITATED (MEN. INC.)--Record as mentally incapacitated if parent has been committed to a mental hospital for treatment. Parolees from State hospitals are to be classified as mentally incapacitated.

PHYSICALLY INCAPACITATED (PHY. INC.)--Record as physically incapacitated only those cases in which parent is permanently physically incapacitated to the extent that he or she is unable to work at gainful employment.

TUBERCULOUS--Record as tuberculous those parent(s) who are suffering from tuberculosis.

UNKNOWN (UNK.)--Record as unknown if parent is unknown. (W&IC 115, 116)

From the following list, enter in Column 12 or Column 14 abbreviation for the item which describes the status of the parent(s) whose death, absence or incapacity qualifies the child for ANC. If the status of either parent qualifies the child, make appropriate entries in each column; otherwise make an entry in only one column. If the child has been adopted, the entry should refer to the adoptive parent(s).

Dead	--Dead
Ab-des	--Absent - deserted
Ab-div	--Absent - divorced
Ab-sep	--Absent - separated
Ab-ann.	--Absent - marriage annulled
Ab-a.f.	--Absent - in armed forces
Ab-imp	--Absent - imprisoned
T. B.	--Tuberculous
Ment.	--Mentally incapacitated
Phys.	--Physically incapacitated

(W&IC 115, 116)

(a)

**FILED**

In the office of the Secretary of State  
of the State of California

SEP - 1 1949

At 1 o'clock P.M.  
FRANK M. JORDAN, Secretary of State  
By *[Signature]* Deputy

(a) Change in law.

(17) 11/11/1940

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11/11/1940

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Certified as a Regulation (or  
Regulations) of the

State Dept. of Social Welfare

(Name of State Agency).

Myrtle Williams  
(Signature)

Director

(Title)

8/31/49

(Date)

ANC--Item 18; Cols. 13 and 15--

In space provided in Columns 13 and 15 record date on which child was deprived of parent's support for reason stated. This should not be date that the board of supervisors approved the ANC case but should be date of death, date of commitment to a mental hospital, date illness first was diagnosed as tuberculosis, date of imprisonment, date parent left home or otherwise deserted the child and ceased contributing to his support, etc. (W&IC 115, 116) (a)

(a) Information no longer needed.



In addition to the eligible list for any class there shall be maintained for each class, county, district, and state-wide reemployment lists, which shall (a) contain names of (1) employees who had permanent or probationary status and who have been laid off or demoted from positions in the class in accordance with the procedure outlined in Sec. 076-05, Reduction of Force, and (2) persons who have resigned and who within one year from the date of resignation have, with the consent of ~~the~~ an appointing authority and the SSWB SDSW, withdrawn their resignations, and (3) employees who have separated from a county welfare department to accept transfer to the SDSW in accordance with the provisions of Article XXV of the Constitution which assigns functions heretofore performed by the counties to the SDSW. The names of such transferred employees shall remain inactive on the reemployment list unless their employment is terminated by the SDSW because of reduction in force, or rejection during either (a) the Interim Merit System or (b) the State Civil Service probationary period, as defined by the Government Code and State Personnel Board Rules. (a)

The names shall be placed on the county reemployment list in accordance with the combined Report of Performance and seniority score if the county has adopted the California County Merit System Report of Performance; otherwise, the names shall be placed on the county reemployment list on a seniority basis alone. The names shall be placed on the district and state-wide reemployment lists in accordance with the total seniority score alone. For example, the name of the employee laid off who had the highest score for the class would be placed at the top of the list, and the name of the person who had the lowest score would be at the bottom of the list. (a)

The name of a person receiving an appointment as a result of a spot or area examination shall not be placed on a reemployment list except for the county from which he was separated.

The order of preference in certifying eligibles shall be: county reemployment list, promotional eligible list, state-wide reemployment list, county eligible list, district eligible list, state-wide eligible list.

Names which have appeared on a list for ~~five~~ <sup>three</sup> consecutive years, shall be removed from the reemployment lists unless the period is extended by the SSWB. (W&IC 119.5, 119.6)

- (a) for clarification and to revise the section in conformity with the provisions of the federal standards for a Merit System of Personnel Administration





### Invoices

All invoices shall be submitted in triplicate to the State Department of Social Welfare, ~~311~~ 145 South Spring Street, Los Angeles, California, immediately (a) after expenses are incurred.

Invoices may be submitted by the blind person or vendor on Form DFA-193, Treatments or Operations to Prevent Blindness, and shall be signed by the blind person, vendor, or person furnishing the supplies or service. When the signature of the person is by mark (X) the signature of a witness to the mark is required.

If expenses of an attendant are included in the claim, the signature of the attendant is required.

Counties shall use Form AA 152 (Claim: Reimbursement to Counties - Treatments or Operations to Prevent Blindness) in claiming reimbursement for travel expense incurred for the blind person and attendant (when required).

Every invoice shall be properly itemized before a claim, based thereon, is filed for payment.

### Hotels

Claims for hotel accommodations shall not exceed \$4.00 per day and shall be accompanied by a voucher.

When a guest shares a room with either the blind patient or the attendant, only the single hotel rate may be charged.

### Meals

The maximum allowance for meals is \$4.00 per day. If separate meals are charged, a maximum of \$1.00 for breakfast, \$1.25 for lunch, and \$1.75 for dinner is fixed.

### Per Diem Allowance

In lieu of an allowance for hotel and meals, a maximum allowance of \$6.00 per day may be claimed.

### Private Home Expense

When meals and lodging are charged a patient staying in a private home, a voucher must be obtained. The voucher should show the dates lodging covers, cost per day, meals itemized by day, and cost per meal.

Receipts for lodging (European Plan) or board and lodging (American Plan) shall be furnished and shall show dates for which the charge is made. American Plan shall not exceed \$8.00 per day.

The receipt must be made out to the patient or attendant and signed by the person furnishing the meals and lodging.

(Section Continued on Next Page)

Transportation

No more than actual fare on any transportation service in accordance with the latest tariffs at the time the trip was made shall be allowed. Special rates and round trip shall be used whenever possible.

1. The Federal Interstate Commerce Act provides that a common carrier coming under provisions of the Act may carry any totally blind person accompanied by a guide or seeing-eye dog, or other dog specially trained and educated for that purpose, at the usual and ordinary fare charged for one person under such reasonable regulations as may have been established by the carrier.
2. State law provides that all blind residents of the state may be granted free transportation on all street cars. They may be permitted to travel on all other common carriers within the state for one-half the current fare. When any blind person is accompanied by a guide, the combined fares for such blind person and his guide may be fixed at not to exceed the current fare for an individual. The county is asked to provide the blind person with a letter to the common carrier indicating the need for this service.

Private Car

Reimbursement on a mileage basis for expenses ~~for~~<sup>of</sup> transportation by privately owned automobile will be allowed where public transportation does not parallel the trip or transportation by common carrier is not available or where the charge claimed for mileage does not exceed the charge for common carrier fare.

(a)

Where public transportation is not used, the maximum rate for which a claim may be allowed for the use of a privately owned automobile is 5½¢ per mile. The payment of mileage is for the use of the automobile and applies irrespective of the number of persons occupying the automobile.

Signed statements for private car transportation must accompany claim, and shall show the license number, total number of miles traveled, and the rate per mile.

Maximum Allowances

The fixing of maximum allowances does not authorize the filing of claims for sums in excess of expenditures.

For periods less than a full day, the allowance shall be computed on the basis of actual expenditures not to exceed the maximum allowance for hotel, breakfast, lunch, and dinner.

The specified dates for which allowances are requested shall be stated on the claim.

Travel Expenses of Attendant

If an attendant is required, expenses for hotel accommodations, meals, and transportation for such attendant may be claimed in accordance with these rules.

(Section Continued on Next Page)

(a) Revision of Board of Control rules to encourage use of common carrier.



Expenses for an attendant will be allowed only for the time that actual attendance on the patient is required. This may include a round trips by common carrier for the purpose of assisting the patient on his return trip to his home where the need for such assistance exists. (a)

#### Taxi Fares

All claims for taxi fares must show the points between which the fare is claimed.

#### Vouchers and Receipts

Vouchers and/or receipts shall accompany expense claims except:

1. Railroad and stage fares where the fares are available in published tariffs.
2. Meals
3. Street car, ferry fares, bridge and road tolls
4. Taxi or hotel bus fares

In case a receipt or voucher has been lost, a complete statement relative thereto shall be made on the expense account, except in the case of hotel vouchers. Duplicates of hotel vouchers are easily obtainable and must be secured. (See Sec. 185-15, SDSW Scope of Prevention of Blindness Program.) (W&IC 3051, 3460, 3462; California Constitution Article XXV; State Board of Control Rules)

All reports of eye examinations shall be acted upon by the State Ophthalmologist. (SEE SEC. 235-00, PHYSICIAN'S REPORTS OF EYE EXAMINATION.) Reports may be submitted to the SDSW for review by the State Ophthalmologist prior to action by the board of supervisors on the application.

This assists the county in determining the applicant's eligibility, insofar as degree of blindness is concerned, prior to the receipt of aid. It and avoids payment of aid to persons whose eye examination reports indicate that their degree of visual impairment does not come within the definition of blindness. (SEE SEC. 180-10, DEFINITION OF BLINDNESS.)

~~Aid shall not be approved on the basis of reports by examiners~~ If an examiner makes a report stating in effect that there is not sufficient pathology to account for the degree of disability claimed, or where reliability of the applicant's response is questioned by the examiner, an examination by another physician designated by the State Ophthalmologist shall be authorized. The information contained in the report of the first examiner shall be made available to the examiner selected to make the second eye examination with the exception of the name of the first examiner. The examiner selected by the State Ophthalmologist shall be one who is familiar with amblyopia. The State Ophthalmologist shall base his ~~final~~ determination of eligibility insofar as degree of blindness is concerned upon this second report.

In the absence of a definite reported visual acuity in accordance with the definition of economic blindness, aid or security shall not be approved on the basis of photophobia, blepharospasm, ptosis, senility, mental aberrations, or neurological lesions without visible eye pathology, in the absence of a neurological report showing involvement of the visual tracts.

Aid or security shall not be granted when the loss of visual acuity is based on a ~~final~~ diagnosis of hysterical blindness. (Hysterical blindness shows no pathology in the eye or visual tracts and is a mental condition rather than an ophthalmological problem.)

(Section Continued on Next Page)

- (a) Change in law.
- (b) Clarification.
- (c) New policy recommended by State Advisory Committee of Ophthalmologists as more efficient procedure.



Aid or security shall not be granted when the eye examination report indicates that the applicant is so mentally incompetent that he cannot cooperate with the physician who makes the examination, or when sufficient eye pathology is not found to account for the loss of vision claimed. When the examining physician reports sufficient pathology to account for the blindness, an estimate of visual acuity by the examiner may be accepted, if the mental condition of the applicant or recipient prevents cooperation with the examining physician.

(a)

Aid or security shall not be granted on the basis of an eye examination report in which the examining physician states that he believes the patient is malingering. (W&IC 3075, 3460 Article XXV, California Constitution.)

(a)

(a) Change in law.



(a)

When the State Ophthalmologist finds upon review of a Physician's Report of Eye Examination (Form Bl 227) that the facts contained in the report raise a question regarding degree of blindness, aid or security shall not be immediately discontinued (SEE SECS. 180-50, REEXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY, 180-25, SUCCESSIVE EYE EXAMINATION REPORTS) The warrant for the coming month shall be issued in the usual manner but delivery withheld, though not beyond the month for which it is drawn. The recipient shall be immediately notified that continued eligibility is questioned that continuance of aid or security is dependent upon clearance of eligibility, and that he may submit a Physician's Report of Eye Examination (Form Bl 227) from another physician from the approved list. such-eye-examination (a)  
~~to-be-authorized-and-paid-for-by-the-county.~~ (b)  
(SEE SEC. 361-80, NOTIFICATION TO RECIPIENT OF CHANGE IN GRANT.)

The submission of a Physician's Report of Eye Examination (Form Bl 227) from another physician may be dependent upon factors such as health condition of the recipient, proximity to a qualified examiner, etc. When such conditions exist and a Physician's Report of Eye Examination (Form Bl 227) is not submitted prior to the end of the month for which the warrant is being held, the withheld warrant shall be released, provided it is delivered before the end of the month for which it is drawn. A second and final notice shall be sent to the recipient with the released warrant advising that further payment will not be made unless eligibility is immediately cleared.

(Section Continued on Next Page)

- (a) Change in law.  
(b) Clarification.

When the Physician's Report of Eye Examination (Form Bl 227) from another physician is in conflict with the one which raised a question regarding continued eligibility, the withheld warrant shall be released, provided it is delivered before the end of the month for which it is drawn. An examination by a third physician shall be authorized ~~and paid for by the county~~ in order that a decision may be made on the basis of the two reports which agree. (See Sec. 180-25, Successive Eye Examination Reports.) (c)

When a Physician's Report of Eye Examination (Form Bl 227) is submitted by a recipient prior to the end of the month for which the warrant is being held and the findings of the physician are in agreement with those which raised a question with regard to continued eligibility, the withheld warrant shall be canceled. Aid or security shall be discontinued as of the last day of the month preceding that for which the warrant is canceled and a Notice of Change (Form Bl 232 or APSB 232) shall be sent to the SDSW. (See Sec. 361-50, Discontinuance of Aid.) (a)

Upon the release of the warrant which was withheld because of a cloud on eligibility the warrant for the next or second month shall be issued and its delivery withheld, but not beyond the end of the month for which it is drawn.

If the physician's report of the third eye examination establishes eligibility for continued payments, the withheld warrant shall be delivered to the recipient before the end of the month for which it is drawn and aid or security shall continue in the amount to which the recipient is eligible. (a)

If the physician's report of the third eye examination establishes ineligibility, or if eligibility is not determined by the end of the second month for which delivery of the warrant was withheld, the warrant shall be canceled and a Notice of Change (Form Bl 232 or APSB 232) discontinuing aid or security, effective with the last day of the month preceding that for which the warrant was canceled shall be forwarded to the SDSW in the usual manner. (See Sec. 180-25, Successive Eye Examination Reports.) (a)

Payment of the physician's fee for all eye examinations required by the SDSW shall be ~~the responsibility of the county subject to~~ authorized. Federal reimbursement shall be claimed in accordance with Secs. 645-02, Expenditures for Purposes of Administration, and 645-31, Expenditures for Eye Examination. (See Secs. 180-25, Successive Eye Examination Reports, 235-00, Physician's Reports of Eye Examination) (W&IC 3083.1 and 3462.1) (b)

Under no circumstances shall warrants for more than two months be issued and withheld pending clearance of eligibility.

~~Exceptions:~~ When either an examination by the State Ophthalmologist or a post-operative eye examination report discloses ineligibility insofar as blindness is concerned, aid or security shall be discontinued without further eye examination. (See Secs. 180-50, Re-examination of Eyes to Determine Continued Eligibility and 325-20, Right, Purpose, and Scope of Appeal.) (W&IC 3050, 3083, 3460, Article XXV, California Constitution.) (b)

If an examiner questions the degree of disability claimed, and an examination by a physician selected by the State Ophthalmologist is to be made, the State Ophthalmologist shall base his final determination of eligibility insofar as degree of blindness is concerned upon this second report. (See Secs. 180-20, Review of Eye Examination Reports) (b)

- (a) Change in law.
- (b) New policy - recommended by State Advisory Committee of Ophthalmologist as more efficient procedure.
- (c) Clarification.



Federal participation may be claimed on a prorated or segregated basis in the proper and reasonable cost of providing service of the kind needed by the welfare department for civil service administration.

Federal participation in the costs of a civil service department may be determined on either of the following bases:

(1)...Costs of special services.

- (a)...As a direct cost, excluding overhead, of a special service to the welfare department as, for example, the cost of an examination for a class of positions occurring only in the welfare department and/or.
- (b)...As a pro rata cost of a special service, excluding overhead, in which the welfare department shares with other agencies, as, for example, the cost of an examination and the establishment and use of a register which will be used to fill positions in the welfare department and in other county agencies.

(2)...Costs of continuing services.

- (a)...As a pro rata share of the total costs incurred by the county civil service department in rendering the services needed to carry out the personnel standards, performed as a continuing service to the welfare department, including that part of the over-all administrative costs properly chargeable to such services.
- (b)...As a pro rata share of the costs incurred by the county civil service department in rendering one or more of the services needed to carry out the personnel standards, performed as a continuing service for the welfare department, including that part of the over-all administrative costs properly chargeable to the service or services rendered.

The SDSW shall be consulted regarding the cost allocation plan to identify the above costs. The resulting costs shall be reported currently and shall be identified as an expense of the county civil service department when itemized on the Administrative Expense Worksheet (Form DFA-64A) submitted to the SDSW with the Administrative Expense Affidavit (Form ABC-807). The county shall maintain records to substantiate these costs. (FSS Admin.)

Federal participation may be claimed for those special services excluding overhead costs rendered by a county civil service department for the county welfare department which are extra and identifiable or incurred on specific request by the SDSW. The term "extra and identifiable" as used here means that the services must be extra in the sense that they require an identifiable or segregable expense, additional to the normal work load of the local civil service department and are not the services that are regularly performed for all agencies of the county government including the welfare department.



As an example, claimable expenses might include the direct cost of special examinations for positions peculiar to the welfare programs on examinations needed to prevent extended provisional appointments in the local welfare department, where such special or extra examinations are not included in the local civil service department's regular examining program.

Revisions in individual class specifications, as another example, would not ordinarily be considered a special service within the meaning intended here, but would rather be a part of general administrative responsibility of the local civil service department and consequently not claimable. However, a special classification survey of the local welfare department considered essential to maintain the classification plan might be requested as an extra service, and as such, the cost thereof would be claimable.

(a)

Counties contemplating filing such claims shall first submit to the SDSW full particulars of the expenses proposed to be claimed. Written SDSW approval is required. (FSS-Admin., Art. XXV, Calif. Const.)

(a) To conform to FSSA requirements.

In determining the proper program to be charged with an expenditure, consideration is given either to the program to which the benefits of the expenditure accrue or to the program necessitating the expense, whichever gives the most logical and equitable relationship between program and expense. All factors are considered and as much expense as possible identified with the individual program, thus insuring the soundest basis for apportionment of joint and over-all charges. The following rules govern the allocation of administrative expenses:

1. Salary of an employee working full time on a specific program is charged to that program.

Example: A public assistance worker is assigned to the ANC-el program and works full time on that program. His salary would be charged directly to the ANC-el (CA-el) program.

2. Salary of employee working on two or more programs, excluding supervisors and assistants whose time cannot readily be allocated as direct charges, is apportioned to programs on the basis of the number of man-hours worked on each program, as shown by time reports maintained by the employee.

Example: A clerk in the county office records 100 productive hours of work during a month, 75 hours on ANC-el and 25 hours on ANB-inel SB. Therefore, 75/100ths of the employee's salary for that month is charged to the ANC-el program and 25/100ths to the ANB-inel SB program.

(a)

3. Salary of employee who works on two or more but not all programs, whose time cannot be readily allocated and who is not included under 2 above, is apportioned as joint salary expense to the programs involved in the ratio that it bears to the total salary cost allocable to each program under 1 and 2, above.

Example: A public assistance supervisor, Grade 1, supervises public assistance workers assigned to OAS, ANB-el SB and ANC-el. The portion of the supervisor's salary to be charged to the OAS program will bear the same ratio to her total salary as total salary cost allocated to the OAS program bears to the total salary costs allocated to the OAS, ANB-el SB and ANC-el programs. It is necessary however to segregate time as to eligible and ineligible in both the OAS and ANC programs.

(a)

4. Salary of employee performing duties where none of his working time, or a negligible portion thereof, is identifiable with specific programs, is apportioned as over-all expenses in the ratio that the total salary cost of each program bears to the total salary cost of all programs, as ascertained under 1, 2 and 3, above.

Example: An accountant handles the accounting for all activities of the county welfare department. The portion of his salary charged to the OAS program bears the same ratio to his total salary that the total salary cost of the OAS program (excluding over-all salaries) bears to the total salary cost of all programs (excluding over-all salaries), etc.



1. The purpose of this study is to determine the effect of the treatment on the growth of the plants. The study was conducted in a greenhouse under controlled conditions. The plants were grown in soil and water. The treatment was applied to the plants in the form of a spray. The results of the study are shown in the table below.

2. The results of the study show that the treatment had a significant effect on the growth of the plants. The plants treated with the treatment showed a significant increase in growth compared to the control group. The increase in growth was measured in terms of height and weight. The plants treated with the treatment were significantly taller and heavier than the control group. The results of the study are shown in the table below.

3. The results of the study also show that the treatment had a significant effect on the yield of the plants. The plants treated with the treatment showed a significant increase in yield compared to the control group. The increase in yield was measured in terms of the number of fruits and the weight of the fruits. The plants treated with the treatment produced significantly more fruits and heavier fruits than the control group. The results of the study are shown in the table below.

4. The results of the study also show that the treatment had a significant effect on the quality of the plants. The plants treated with the treatment showed a significant increase in quality compared to the control group. The increase in quality was measured in terms of the number of leaves and the weight of the leaves. The plants treated with the treatment produced significantly more leaves and heavier leaves than the control group. The results of the study are shown in the table below.

5. The results of the study also show that the treatment had a significant effect on the health of the plants. The plants treated with the treatment showed a significant increase in health compared to the control group. The increase in health was measured in terms of the number of flowers and the weight of the flowers. The plants treated with the treatment produced significantly more flowers and heavier flowers than the control group. The results of the study are shown in the table below.

6. The results of the study also show that the treatment had a significant effect on the survival of the plants. The plants treated with the treatment showed a significant increase in survival compared to the control group. The increase in survival was measured in terms of the number of plants that survived and the weight of the plants that survived. The plants treated with the treatment survived significantly more and heavier than the control group. The results of the study are shown in the table below.

7. The results of the study also show that the treatment had a significant effect on the reproduction of the plants. The plants treated with the treatment showed a significant increase in reproduction compared to the control group. The increase in reproduction was measured in terms of the number of seeds and the weight of the seeds. The plants treated with the treatment produced significantly more seeds and heavier seeds than the control group. The results of the study are shown in the table below.

8. The results of the study also show that the treatment had a significant effect on the overall health and growth of the plants. The plants treated with the treatment showed a significant increase in overall health and growth compared to the control group. The increase in overall health and growth was measured in terms of the number of plants that survived and the weight of the plants that survived. The plants treated with the treatment survived significantly more and heavier than the control group. The results of the study are shown in the table below.

- 4a. Salary of an employee of the county welfare department who normally spends a constant proportion of his time on extraneous activities may be divided between extraneous and public assistance activities on the basis of a ratio established by experience.

This ratio and the time allocation plan for that portion of his time charged to public assistance must be approved in advance by SDSW.

Sec. 645-50, Computing Less Than Full Monthly Salary, shall be followed in determining the amount of salary due an employee for periods of less than one month when such employee is not on per diem basis.

Expenditures for maintenance and operation or capital outlay are apportioned as follows:

5. When identifiable with a specific program, charge to that program.

Example: The cost of a supply of GR (formerly IN) forms, for use in the county office, is charged directly to the GR program.

6. When not readily allocable and not included under 5, and applicable to two or more but not all programs, charge as joint expense in the ratio that the total salary cost of each program involved bears to the total salary cost of all programs involved.

Example: A typewriter is purchased for use on OAS and GR (formerly IN) programs. The portion of the expenditure charged to the OAS program bears the same ratio to the total expenditure that the total of the salaries and wages allocated to the OAS program bears to the total of all salaries and wages of the OAS and GR programs, etc.

7. When not identifiable with specific programs, apportion as over-all expenses in the ratio that the total salary cost of each program bears to the total salary cost of all programs.

Example: A typewriter is purchased for general use and no portion of the cost is, therefor, assignable to any specific program or activity. The portion of the expenditure charged to the OAS program bears the same ratio to the total expenditure that the total salary cost of the OAS program bears to the total salary cost of all programs, etc. (FSS-Admin.)

- ~~8. Other sections allow the claiming of certain expenditures of county agencies other than the welfare department. These may not be readily allocable under items 1 through 7. In such circumstances the county may submit plan material setting forth the proposed method of accumulation of such charges and their allocation as to program. The plan material should include effective dates, proof that the charges are permissible under county charter, ordinance, or other regulation, and evidence that the charges are equitable. Written SDSW approval is required. (FSS-Admin.)~~

(a)



~~Federal participation may also be claimed for goods, services, or facilities (see Sec. 645-21, expenditures for Goods, Facilities, and Services from Other County Agencies) expended by agencies of county government other than those enumerated in the preceding sections provided the county can substantiate by plan material submitted to the SDSW the reasonableness and propriety of such charges. Written approval from the SDSW is required. (FSS Admin.)~~

(a)

(a) Sec. 645-30 being deleted to conform to FSSA requirements.

T-22  
ch-2

STATE OF CALIFORNIA

Department of Social Welfare

MAIN OFFICE  
SACRAMENTO  
616 K STREET  
14

LOS ANGELES OFFICE  
MIRROR BUILDING  
145 SOUTH SPRING STREET  
12

SAN FRANCISCO OFFICE  
GRAYSTONE BUILDING  
948 MARKET STREET  
2

MYRTLE WILLIAMS  
DIRECTOR

Sacramento 14  
August 30, 1949

ADDRESS REPLY TO:

FILED

In the office of the Secretary of State  
of the State of California

SEPP--1119499

At 1 o'clock 15 P.M.  
FRANK M. JORDAN, Secretary of State  
By *[Signature]* Deputy

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of the regulations issued  
by the State Department of Social Welfare:

DEPARTMENT BULLETIN NO. 360-B (Fiscal) (Emergency  
Regulation)

These regulations were issued by the State Department  
of Social Welfare pursuant to the powers conferred upon it by  
the Welfare and Institutions Code under Sections 103, 114b, 116  
and are being filed in accordance with Section 11380 of the  
Government Code.

These regulations are to be effective immediately upon  
filing with the Secretary of State, since this has been found  
necessary for the immediate preservation of the public peace,  
health and safety or general welfare and that notice and public  
procedure thereon are impracticable, unnecessary or contrary to  
the public interest.

Very sincerely yours,

*Myrtle Williams*  
MYRTLE WILLIAMS, Director  
Department of Social Welfare

468:b65  
Attachments

RECEIVED  
SACRAMENTO, CALIF.

1949 SEP 1 PM 1 00

FRANK M. JORDAN  
SECRETARY OF STATE  
STATE OF CALIFORNIA



MYRTLE WILLIAMS  
Director

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE  
616 K STREET  
SACRAMENTO 14  
August 5, 1949

DEPARTMENT BULLETIN NO. 360B (Fiscal)

TO: COUNTY BOARD OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTS  
COUNTY AUDITORS

Subject: Inspection and Licensing  
Services Boarding Home  
Affidavits - Aged and  
Children

Revised Aged and Children's Affidavits forms (three months supply) are being forwarded concurrently with this Department Bulletin to accredited agencies.

The form previously used was revised in order to allow the accredited agencies to claim for Supplemental Licenses (not previously reported) as well as Supplemental Administrative Expenses. The revision also simplifies the previous form.

The new forms are to be used for Aged and Children's Boarding Home Inspection and Licensing Services for the claims for August 1949 and subsequent months in accordance with procedure outlined in Department Bulletin No. 360 (Fiscal).

Very sincerely yours,

*Myrtle Williams*

MYRTLE WILLIAMS, Director  
Department of Social Welfare

Attachment

FILED  
in the office of the Secretary of State  
of the State of California

SEP - 1 1949

At 1 o'clock 15 P.  
FRANK M. JORDAN, Secretary of State  
*Frank M. Jordan*  
Deputy

AFFIDAVIT--MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING  
SERVICES RENDERED UNDER SECTION 2302 OF THE WELFARE AND INSTITUTIONS CODE  
BOARDING HOMES FOR AGED

From \_\_\_\_\_ Accredited Agency

For the Month of \_\_\_\_\_, 19\_\_\_\_ Fiscal Year  
(For State Use Only)

## CURRENT MONTH

1. Number of valid licenses. \_\_\_\_\_
2. Basis for state participation. \$ \_\_\_\_\_  
(Number of valid licenses x \$4.00)
3. Administrative Expenses this month \$ \_\_\_\_\_  
(Col. 4, Form DFA-64A)
4. Amount claimable from state funds. \$ \_\_\_\_\_  
(Lessor amount, either Item 2 or Item 3)

## PRIOR MONTHS

Month Covered Col. A	Number of Valid Licenses Not Previously Reported Col. B	Administrative Expense Not Previously Reported Col. C	Amount Claimable This Month from State Funds Col. D
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
5. TOTALS	_____	\$ _____	\$ _____

6. Total amount claimable from state funds \$ \_\_\_\_\_  
(Total Item 4 and Item 5, Col. D)

## FOR STATE USE ONLY

7. State share of adjustments. \$ \_\_\_\_\_
8. Total adjusted amount due from state funds. \$ \_\_\_\_\_

STATE OF CALIFORNIA }  
COUNTY OF \_\_\_\_\_ } ss

I, \_\_\_\_\_, being duly sworn, depose and say: That I am the executive officer of the agency accredited and approved by the State Department of Social Welfare to perform inspection and licensing functions under Chapter II, Division 3 of the Welfare and Institutions Code. That I have fully complied with the law, rules and regulations governing these inspection and licensing functions. That the licensees whose names appear on the report hereto attached held valid licenses on the first day of the month for which reimbursement is hereby claimed.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

Title \_\_\_\_\_

I HEREBY CERTIFY, that warrants have been issued,  
or expenditures otherwise incurred in settlement  
of the Administrative Expenses reflected in this  
affidavit.

Executive Officer of the Accredited Agency

Title \_\_\_\_\_

Approved by \_\_\_\_\_  
Chairman, County Board of Supervisors  
(or, if city, by Mayor)

Signature of County Auditor or other Fiscal Officer

## FOR STATE USE ONLY

The above claim has been verified against supporting documentary  
evidence and subject to Field Audit is approved for payment.

Claim Number	Date Released	Signature
-----------------	------------------	-----------

Supervisor, Bureau of Claims Accounting DATE \_\_\_\_\_



AFFIDAVIT--MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING  
SERVICES RENDERED UNDER SECTION 1622 OF THE WELFARE AND INSTITUTIONS CODE  
BOARDING HOMES FOR CHILDRENFrom \_\_\_\_\_ Accredited Agency  
For the Month of \_\_\_\_\_, 19\_\_\_\_ Fiscal Year  
(For State Use Only)

## CURRENT MONTH

1. Number of valid licenses. \_\_\_\_\_
2. Basis for state participation. \$ \_\_\_\_\_  
(Number of valid licenses x \$4.00)
3. Administrative Expenses this month. \$ \_\_\_\_\_  
(Col. 9, Form DFA-64A)
4. Amount claimable from state funds. \$ \_\_\_\_\_  
(Lessor amount, either Item 2 or Item 3)

## PRIOR MONTHS

Month Covered Col. A	Number of Valid Licenses Not Previously Reported Col. B	Administrative Expense not Previously Reported Col. C	Amount Claimable This Month from State Funds Col. D
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
5. TOTALS	_____	\$ _____	\$ _____
6. Total amount claimable from state funds (Total Item 4 and Item 5, Col. D)	_____	\$ _____	

## FOR STATE USE ONLY

7. State share of adjustments. \$ \_\_\_\_\_
8. Total adjusted amount due from state funds. \$ \_\_\_\_\_

STATE OF CALIFORNIA  
COUNTY OF \_\_\_\_\_

} ss

I, \_\_\_\_\_, being duly sworn, depose and say: That I am the executive officer of the agency accredited and approved by the State Department of Social Welfare to perform inspection and licensing functions under Chapter I, Part 3, Division 2 of the Welfare and Institutions Code. That I have fully complied with the law, rules and regulations governing these inspection and licensing functions. That the licensees whose names appear on the report hereto attached held valid licenses on the first day of the month for which reimbursement is hereby claimed.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

Title \_\_\_\_\_

I HEREBY CERTIFY, that warrants have been issued,  
or expenditures otherwise incurred in settlement  
of the Administrative Expenses reflected in this  
affidavit.

Executive Officer of the Accredited Agency

Title \_\_\_\_\_

Approved by  
Chairman, County Board of Supervisors  
(or, if city, by Mayor)

Signature of County Auditor or other Fiscal Officer \_\_\_\_\_

## FOR STATE USE ONLY

The above claim has been verified against supporting documentary  
evidence and subject to Field Audit is approved for payment.

Claim  
NumberDate  
Released

Signature

DATE \_\_\_\_\_

Supervisor, Bureau of Claims Accounting

7-22  
2  
MAIN OFFICE  
SACRAMENTO  
616 K STREET  
14

STATE OF CALIFORNIA

## Department of Social Welfare

MYRTLE WILLIAMS  
DIRECTOR

Sacramento 14  
August 31, 1949

ADDRESS REPLY TO:

LOS ANGELES OFFICE  
MIRROR BUILDING  
145 SOUTH SPRING STREET  
12

SAN FRANCISCO OFFICE  
GRAYSTONE BUILDING  
948 MARKET STREET  
2

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

**FILED**

In the office of the Secretary of State  
of the State of California

SEP -1 1949

At 3:15 o'clock P.M.  
FRANK M. JORDAN, Secretary of State

By *John G. [Signature]* Deputy

My dear Mr. Jordan:

Attached are three copies of Department Bulletin No. 373 issued by the State Department of Social Welfare which is being filed in accordance with Section 11380 of the Government Code.

The regulations contained in the bulletin were approved by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code, Section 103.5, on August 26, 1949.

The regulations contained in Sections 1 through 15 and Section 24 are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

*Myrtle Williams*

MYRTLE WILLIAMS, Director  
Department of Social Welfare

468:e65  
Attachments



Certified as a Regulation (or  
Regulations) of the

St. Dept. of Social Welfare

(Name of State Agency)

Myrtle Greenman

(Signature)

Director

(Title)

8/31/49

(Date)

MYRTLE WILLIAMS  
Director

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE  
616 K STREET  
SACRAMENTO 14  
August 31, 1949

W 43C 103.5  
**FILED**  
In the office of the Secretary of State  
of the State of California

DEPARTMENT BULLETIN NO. 373 (ANC)

TO: COUNTY WELFARE DEPARTMENTS  
COUNTY BOARDS OF SUPERVISORS  
COUNTY AUDITORS  
LOS ANGELES JUVENILE COURT  
SAN FRANCISCO JUVENILE COURT

SEP - 1 1949  
At 3:15 o'clock P. M.  
FRANK M. JORDAN, Secretary of State  
By *[Signature]* Deputy

Subject: ANC Revision of Policies and  
Procedures with Respect to  
Deprivation of Parental Support  
or Care, Applications, and Age  
Determination

The attached regulations include changes in ANC policies and procedures adopted by the Social Welfare Board subsequent to the passage of AB 40 (Chapter 889, Statutes of 1949) which amends Welfare and Institutions Code 1500 and 1501.

Chapter 889 becomes effective October 1, 1949. However, in order to expedite applications under this chapter, the county may take applications at once in accordance with the attached regulations. No action shall be taken by the county board of supervisors on such applications prior to October 1, 1949.

The most significant change (see Sections 16 through 23) is the elimination of statutory classifications and the substitution of three groups of causes of deprivation of parental support, i.e.,:

- (a) Death of a parent
- (b) Continued absence of a parent from the home, and
- (c) Physical or mental incapacity of a parent

The major emphasis in this material is upon the necessity for recording in the case record, preferably in the narrative, the determinations made by the county and the bases for such determinations.

Thinking and reasoning upon which policies are based and goals and principles of ANC have been included as guides to be used in making determinations.

The "Table of Contents" lists all the sections contained in the attachment.

Attention is directed to Section 9 on page 3 entitled "Instructions for Completing the Application Form." A supply of the amended application, Form CA 200, has been ordered from the printers. For immediate use, however, there will be mailed under separate cover a small supply of mimeographed copies of the application form. Counties may also continue to use their supply of old forms provided the forms are properly amended in ink or by typewriter to conform to changes made on the new mimeographed application.



The following portions of the Manual of Policies and Procedures are hereby superceded insofar as they pertain to ANC:

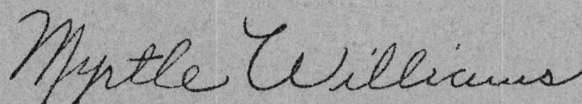
Application Chapter

Classification Chapter

Sec. 106-15	Sec. 107-30	Sec. 107-60	Sec. 109-15
Sec. 107-00	Sec. 107-40	Sec. 107-75	Sec. 109-25
Sec. 107-05	Sec. 107-51	Sec. 108-25	Sec. 109-30
Sec. 107-10	Sec. 107-55	Sec. 108-40	Sec. 231-05

It is planned that the attached material will be incorporated into the new ANC Manual now in preparation.

Very sincerely yours,



MYRTLE WILLIAMS, Director  
Department of Social Welfare

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The county shall accept application for any child living in the county. If the child does not have residence in that county, the application shall be forwarded, without delay, to the county of residence. However, if county responsibility or non-county status has not been determined, the county in which the child is living may grant assistance until such determination is made.

If the person whose residence determined the child's residence moves to another county with the intent to reside after an application is signed but before the first of the month in which assistance is to be effective, the application shall be denied by the first county and a new application shall be accepted by the second county.

If the person whose residence determines the child's residence moves to another county with the intent to reside while the child is receiving assistance, the second county shall, if possible, take an application well before the date assistance is to be discontinued by the first county at the completion of the one-year period. However, if assistance is being paid on a non-county basis by the first county, application shall be taken by the second county as soon as administratively possible.

If assistance for the entire family group is discontinued by the first county, subsequent to the family's removal to the second county, and restoration of assistance is requested, a new application shall be taken by the second county.

If the person whose residence determines the child's residence moves from a second to a third county before one year's residence is completed in the second county, the third county shall secure a signed application, if possible, prior to the completion of one year's absence from the first county. (W&IC 1550, 1560)

## Sec. 7 WHEN APPLICATION IS TO BE TAKEN

The application (Form CA 200) shall be signed by the applicant at the time of the first contact (i.e., at the time that the applicant first makes known the child's need) unless the child appears to be definitely ineligible under the law, the applicant believes that the child does not qualify for assistance, and the applicant does not desire to continue with the application.

If assistance has been denied, or if it has been discontinued for a period of more than 12 months, a new application shall be completed except in any one of the following instances:

1. If an application has been denied erroneously; i.e., if the county had information that the child was eligible but the application was denied because this information was misinterpreted or overlooked, or if the application was denied before all reasonable sources of information as to eligibility had been exhausted.
2. If assistance is granted on appeal to the SSWB.
3. If assistance is requested for one or more of several children for whom assistance has previously been granted but whose assistance has been discontinued for more than one year while other children in the family have continued to receive assistance. In this instance, restoration of assistance may be effected by means of a Notice of Change (Form CA 232).





If ANC is requested for a child for whom no application has previously been made, or whose application has been denied, although other members of the family group are receiving ANC or the county is processing an application for them, a new application shall be taken for the additional child.

If application for ANC is made for an additional child in a family group while assistance for other children in the family is being transferred from one county to another, the application shall be taken by the second county.

The application for a child whose assistance is being transferred from one county to another should be signed in the second county prior to the date assistance begins, although assistance will not be interrupted if such prior signature is not obtained.

Application may be made on behalf of a child who is to be paroled from the California Youth Authority prior to his parole. (W&IC 1560; AGO NS891)

## Sec. 8 THE APPLICATION INTERVIEW

8

At the time of the application interview or first contact, the applicant makes known the child's need for assistance. This is an especially important interview because the impression received by the applicant is carried over to future county relationships. The applicant may not know the exact nature or kind of assistance he is requesting for the child or may have erroneous preconceptions of the ANC program. This interview provides an opportunity for the mutual discussion of the child's needs and the assistance programs for which he may be eligible.

An understanding of the conditions of eligibility and the information necessary to establish eligibility is essential to the applicant. In addition, an understanding of the agency's responsibilities and limitations in carrying out the provisions of the law will help forestall future misunderstandings and make the investigation process easier. The county should include an explanation that exploration of the facts concerning eligibility is a joint responsibility of the applicant and the county. There should be a discussion of information the applicant has at hand and agreement reached as to what additional information must be secured and as to whether the county or applicant will secure this information. The county should be careful to avoid placing more responsibility for establishing eligibility upon the applicant than he is able to assume.

The county should explain the confidential nature of records regarding applicants for, or recipients of, ANC in the application interview. Many individuals reveal information under the stress of dire need which they would not otherwise disclose. It may be inimical to the child's interest or to the public interest to have such information disclosed. Protection is provided not only through legal enactment but also by state and county regulations. (W&IC 118, 1560)

## Sec. 9 INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

9

The application form is the applicant's sworn statement that he believes the child or children for whom assistance is requested to be eligible for ANC.

The Application (Form CA 200) includes the points of eligibility on which the person making application for the child must give information to enable the county to start the investigation.





The application form may be filled out by the applicant or the county may insert the information as given by the applicant. In this latter instance, the form shall be read by or to the applicant before his signature under oath is affixed. The form shall be filled out either in triplicate, or one copy only may be made and two copies certified as true copies of the original. One copy of the application shall be given to the applicant at the time the form is signed.

State No. - Enter the state number after assistance has been granted and the SDSW has assigned a number to the case.

County No. - Enter the county number assigned to the application.

Former State Number if Reapplication, Transfer, or Additional Child - If ANC has previously been received for the same child or children, in the same or another county, enter the former state number (including the county prefix), if known. If the application is for an additional child in a family already receiving ANC, enter the state number of the family.

Name of Applicant - Print or type the full name of the applicant. Enter any aliases the applicant may have after the true name. A woman is to use her own given name, not her husband's given name. Initials are not to be used unless they are the only name of the applicant.

Relationship to Children - Enter the relationship (family or other) of the applicant to the children for whom application is being made; e.g., mother, aunt, guardian, probation officer, etc.

Address, City - Enter the complete mail address of the applicant.

Section 1, Names and Addresses of Children - Space is provided for two different surnames for cases in which application is made for children having a common parent but different surnames. If application is made for more than six children with the same surname and the children's given names are continued into the second column, the surname should be repeated in the second column. Enter the child's address opposite the given name of each child. Enter both the home address and the mail address if these two addresses differ. If the child is living in an institution, enter under "Address" the name and address of the institution.

Sections 2, 3, and 4 - List conditions of eligibility under which the applicant believes the child qualified for ANC. Sub-items under these sections need not be designated.

Signature or Mark of Applicant - The applicant is to make his usual signature, either his true name or his alias. A woman is to use her own given name, not her husband's given name. An applicant who usually prints his name, may sign his name in this manner. A typewritten name, a carbon copy of a signature, or a rubber stamp imprint is not an acceptable signature.

If the applicant is unable to sign his name, a mark (or a thumb print) may be used. In this case, two persons are required as witnesses. The form for the signature is as follows:





his  
John X Jones  
mark

\_\_\_\_\_  
Signature or Mark of Applicant

\_\_\_\_\_  
Witness to Mark

\_\_\_\_\_  
Witness to Mark

The above instructions regarding form of signature, etc., apply to all forms which the applicant may be required to sign.

Acknowledgment - The applicant's signature on the application shall be acknowledged under oath before the director or his representative authorized to take such acknowledgment. The date of such acknowledgment is the date of application.

If the person administering the oath is a witness to the mark, his signature must appear twice, once as a witness to the mark and again in the certificate of acknowledgment. If the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from an agency or department of the U. S. Government, State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath. (W&IC 1560; Pol. C 4295)



## APPLICATION FOR AID TO NEEDY CHILDREN

State No. \_\_\_\_\_

County No. \_\_\_\_\_

STATE OF CALIFORNIA

County of \_\_\_\_\_

Former State Number if Reapplication,  
Transfer, or Additional Child

To the Honorable Board of Supervisors:

I, \_\_\_\_\_

Name of Applicant (Print or Type Name in Full)

Relationship to Children

residing at \_\_\_\_\_

Address

City

hereby

make application for Aid to Needy Children for the following children who are under  
eighteen years of age:

1. Surname

Surname

Given Name

ADDRESS  
Street and City

Given Name

ADDRESS  
Street and City

2. Each child is deprived of parental support or care for one of the following reasons:

A. Death of Parent B. Continued Absence of Parent from the Home C. Physical or Mental Incapacity of a Parent

3. Each child has residence in the State of California for one or more of the following reasons:

- A. Physical presence in the State of California for at least one year immediately preceding the date of application.  
B. Birth in the State of California.  
C. Residence of parent or parents in the State of California for at least one year immediately preceding the date of application

4. Each child is in need for the following reasons:

- A. Child(ren) and/or parents do not own real property with an assessed valuation in excess of \$3,000.  
B. Child(ren) and/or parents do not have cash and/or securities in excess of \$600.  
C. No transfer or assignment of property owned by parents and/or child(ren) was made in order to qualify for Aid to Needy Children.  
D. Each whole orphan does not own cash and/or securities in excess of \$600.  
E. Child does not receive adequate support from parents or other source.

STATE OF CALIFORNIA

) ss.

County of \_\_\_\_\_

I solemnly swear or affirm that the statements made herein are true and correct to the best of my knowledge and belief and that I will notify the county authorities of any real or personal property transactions, change in financial conditions, marriage of any of the above children, or remarriage of either parent of these children, and of any change in address.

Note.--When applicant cannot sign his name,  
the signature of two witnesses to his  
mark must appear.

Signature or Mark of Applicant

Witness to Mark

Witness to Mark

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature of person authorized to acknowledge an affidavit

Any applicant or recipient who is dissatisfied with the action taken upon his application, or with respect to the amount of assistance approved may appeal to the State Department of Social Welfare, 616 K Street, Sacramento, California. (Welfare and Institutions Code, Section 1551.)

An appeal to, or a request for, a hearing before the Social Welfare Board shall be made within one year after the date of the action with which the applicant or recipient is dissatisfied. (Welfare and Institutions Code, Section 104.5.)

Sec. 10 INVESTIGATION OF APPLICATION AND RECOMMENDATION TO BOARD  
OF SUPERVISORS

10

The county shall investigate the application to determine eligibility or ineligibility.

On the basis of the investigation, a recommendation shall be made to the board of supervisors that assistance be granted or denied. If the recommendation is that assistance be granted, the recommendation shall also include an amount of assistance and a beginning date of payment. (W&IC 1550, 1560)

Sec. 11 WITHDRAWAL OF APPLICATION

11

An applicant may withdraw his application at any time prior to action by the board of supervisors. A request for withdrawal of an application shall be made upon the applicant's own initiative and in writing. Withdrawal may be made if the applicant believes the children for whom application was made are ineligible or for some other reason wishes the investigation discontinued.

The reason for withdrawal, if known, and the information secured during interviews shall be recorded in the county record in a manner which will be helpful in the event of a reapplication or a complaint.

Notice to Applicant Who Withdraws Application (Form DPA 8) shall be given or mailed to the applicant and a copy retained in the county record, except in counties in which the board of supervisors denies withdrawn applications. If a withdrawn application is denied by the board of supervisors, the applicant shall be notified of this action on Form CA 239, Notification of Action by the Board of Supervisors. Either a copy of the Form CA 239 or a notation of the date on which Form CA 239 was mailed to the applicant shall be retained in the county record. (W&IC 1560)

Sec. 12 BOARD OF SUPERVISORS' ACTION ON APPLICATIONS

12

The board of supervisors shall grant or deny the application at the first meeting for consideration of such applications subsequent to receipt of the recommendation made to them.

The application shall be denied when any one of the following conditions exist:

1. Ineligibility on any point is established.
2. Diligent investigation of all reasonable sources of proof of eligibility fails to establish eligibility.
3. The applicant's whereabouts is unknown and he cannot be located.
4. The applicant has established residence in another state before the investigation is completed.
5. The person whose residence determines the child's residence moves to another county with the intent to reside after an application is signed but before the first of the month in which assistance is to be effective.

If application was filed for a family group in which some children were determined to be eligible and others were determined to be ineligible, the board of supervisors may grant assistance for the eligible children and at the same time deny assistance for the ineligible children.



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FROM: [Name] [Address] [City] [State] [Zip]

SUBJECT: [Subject]

DATE: [Date]

RE: [Name] [Address] [City] [State] [Zip]

TO: [Name] [Address] [City] [State] [Zip]

FROM: [Name] [Address] [City] [State] [Zip]

SUBJECT: [Subject]

DATE: [Date]

RE: [Name] [Address] [City] [State] [Zip]

TO: [Name] [Address] [City] [State] [Zip]

FROM: [Name] [Address] [City] [State] [Zip]

SUBJECT: [Subject]

DATE: [Date]

RE: [Name] [Address] [City] [State] [Zip]

TO: [Name] [Address] [City] [State] [Zip]

FROM: [Name] [Address] [City] [State] [Zip]

SUBJECT: [Subject]

DATE: [Date]

RE: [Name] [Address] [City] [State] [Zip]

TO: [Name] [Address] [City] [State] [Zip]

FROM: [Name] [Address] [City] [State] [Zip]

SUBJECT: [Subject]

DATE: [Date]

If the eligibility or ineligibility status has not been determined for one or more of the family group, action by the board of supervisors may be withheld for such a child until a later date when the investigation has been completed. Only action pertaining to those children for whom eligibility or ineligibility has been established shall be taken. When eligibility or ineligibility of the remaining child named on the application (Form CA 200) is established, the board of supervisors shall take appropriate action for this child.

If assistance is denied erroneously, the board of supervisors shall formally rescind its previous denial and the SDSW shall be notified of this action. The Notice of Change (Form CA 232) may be used to report the rescinding action.

If assistance is granted on an appeal to the SSWB following a denial, the board of supervisors shall grant the application in accordance with the decision of the SSWB.

Action of the board of supervisors is not necessary on withdrawn applications. (W&IC 1560)

## Sec. 13 REPORTING ACTION OF THE BOARD OF SUPERVISORS TO APPLICANT

13

Immediately following action of the board of supervisors, the applicant shall be notified in writing of the disposition of his application and of his right of appeal to the SDSW for a fair hearing.

Notification of Action by the Board of Supervisors (Form CA 239) includes the minimum requirements for notification to the applicant and shall be used by the county unless a substitute form which incorporates the information appearing on Form CA 239 is used, namely:

1. The nature of the board of supervisors' action, i.e., granting of assistance (on applications or restorations) or denial of assistance. If granted, the amount of assistance shall be shown.
2. The date from which the board of supervisors' action is effective.
3. The date the Form CA 239 is forwarded to the applicant.
4. A statement regarding the right of appeal for a fair hearing, including the address of the SDSW.
5. A suggestion that the applicant discuss with the county any dissatisfaction regarding the board of supervisors' action.

If the probation officer or person other than a relative is the applicant and a relative is the payee, Form CA 239 should be sent to the relative. Since care given to children in institutions or boarding homes may be on a contractual basis, it is not necessary to send Form CA 239 to institutions or boarding homes in every case. However, inasmuch as any person caring for, or responsible for care of, a child may file an appeal with the SDSW, the county should make known to the probation officer and to the institution or boarding home caring for the children the fact that an appeal may be filed.

If a withdrawn application is denied by the board of supervisors, the applicant shall be notified of this action on Notification of Action by the Board of Supervisors (Form CA 239). (W&IC 1551, 1560)



1. The first of these is the fact that the  
2. Government has been unable to secure the  
3. necessary funds to carry out its policy.  
4. The second is the fact that the  
5. Government has been unable to secure the  
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9. necessary funds to carry out its policy.  
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SEC. 13. REPEALING CLAUSE OF THE FIRST SCHEDULED ACT IN 1973

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The SDSW shall be notified of the action of the board of supervisors on all applications within 15 days after such action by submission of the properly completed forms set forth in the following chart.

Forms Used in Reporting Action on All Applications to SDSW.

ASSISTANCE GRANTED	FORM
Applications	CA 200 (original, carbon copy, or certified copy)
Certificate of Verification of Eligibility <sup>1)</sup>	CA 201 (original or certified copy)
Social Data Record Card	CA 230 (original)
Notice of Change (When required)	CA 232 (original, carbon copy, or certified copy)

ASSISTANCE DENIED	FORM
Application	CA 200 (original, carbon copy, or certified copy)
Certificate of Verification of Eligibility	CA 201 (original or certified copy)

- 1) If denial is rescinded and reported on Notice of Change, a completed Certificate of Verification of Eligibility showing approval by the board of supervisors shall accompany the Notice of Change. If assistance is granted on an appeal to the SSWB following a denial, a completed Certificate of Verification of Eligibility shall be forwarded to the SDSW. (W&IC 1560)



Sufficient card controls and files shall be maintained in the county to insure that (1) identification and clearance can readily be made to expedite the processing of applications and to eliminate duplication, and that (2) action is taken when due.

Even though an application is not signed, a written record shall be kept of all requests for assistance for a child or for the consideration of the eligibility of a child to receive assistance, on the assumption that such requests may result in application for ANC. The information recorded shall include name and address of applicant, number in family, date and nature of inquiry, disposition, and if no application is signed, the reason therefor.

When an application for ANC is withdrawn, the information secured during the interviews shall be recorded. A copy of the Notice to Applicant Who Withdraws Application (Form DPA 8) shall be retained in the case record.

The county shall maintain a permanent master card file of all persons who have made application for ANC, with the county number assigned to each. Some method of registering such numbers shall likewise be maintained.

Such other card files and controls as may be necessary shall be maintained in connection with:

1. Pending applications
2. Cases in which an application has been signed but assistance has been denied or discontinued or in which the application has been canceled or withdrawn
3. Active cases currently receiving assistance
4. Annual reinvestigations
5. Transfers of cases to another county or from another county
6. Completion of required period of county residence on non-county cases
7. Other anticipated action, such as discontinuance at the age of 18 years (W&IC 1560)

## Sec. 16 REQUIREMENT FOR DEPRIVATION OF PARENTAL SUPPORT OR CARE

16

A child shall be considered to be eligible for ANC with respect to deprivation of parental support or care if:

1. One or both parents are dead, or
2. There is continued absence of either or both parents from the home, or
3. One or both parents are physically or mentally incapacitated.

## Sec. 17 DEFINITION OF DEPRIVATION OF PARENTAL SUPPORT OR CARE

17

The word "parents" means either the mother or the father, natural or adoptive, whether married or unmarried.

A child who has only one parent (or no parents) to care for him is at a decided disadvantage without further handicapping factors of improper nourishment and improper care.

1. The first step in the process of obtaining a patent for an invention is to determine whether the invention is new, useful, and non-obvious. This is done by a search of the prior art, which includes all patents and publications that are available to the public.

2. If the invention is found to be new, useful, and non-obvious, the next step is to prepare a patent application. This application must include a detailed description of the invention, a set of claims that define the scope of the invention, and drawings of the invention if necessary.

3. The patent application is then filed with the United States Patent and Trademark Office (USPTO). The USPTO will assign the application to an examiner who will review the application and determine whether the invention is eligible for a patent.

4. If the examiner finds the application to be eligible for a patent, the next step is to negotiate with the examiner to resolve any objections or rejections. This process is known as prosecution.

5. Once the application has been approved by the examiner, the next step is to pay the required fees to obtain the patent. Once the patent is granted, the inventor will have the exclusive right to make, use, and sell the invention for a period of 20 years.

6. The patent process is a complex and time-consuming one, but it is essential for inventors to protect their inventions and ensure that they receive the proper recognition and compensation for their work. The USPTO provides a variety of resources and services to help inventors navigate the patent process, including the Patent Public Resource Center (PPRC) and the Patent Office's website.

7. In addition to the USPTO, there are several other organizations that provide information and support to inventors, including the National Inventors Council (NIC) and the National Center for Patent Information (NCPI).

8. The patent process is a critical part of the innovation ecosystem, and it is essential for inventors to understand the process and the resources available to them. By following the steps outlined in this document, inventors can increase their chances of obtaining a patent and protecting their inventions.

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Inasmuch as the legal adoption of a child is designed to effect a complete substitution for the natural parents, eligibility of an adopted child shall be based upon the death, incapacity, or absence of the adoptive parents and not on that of the natural parents.

The presence of a stepparent in the home does not disqualify a child who has been deprived of parental support or care, but it may be a factor in establishing need. The stepparent has no legal responsibility for support of stepchildren (see Sec.     ).

The word "child" includes the unborn child if pregnancy has been verified by a physician's oral or written statement.

A child may be deprived of either support or care. The word "support" means financial provision for meeting the needs of the child. The word "care" means the natural affection, supervision, physical care, and guidance necessary to the health and normal growth of the child as a participating member of his community.

The requirement of deprivation of parental support or care shall be considered as an eligibility factor separate from need. Both need and deprivation of parental support or care shall be determined. The parent's death, incapacity, or absence from the home is presumed to deprive a child of parental support or care. A child could be deprived of parental support or care and because of income not be in need, or he could be needy but not deprived of parental support or care in accordance with this definition.

Example 1: A child whose parents are deceased but who has income from property sufficient to maintain him in a suitable foster home or with a relative is deprived of both parental support and care, but might not be in need for purposes of ANC. Should the income cease, however, and need be established, the child would qualify for ANC from the standpoint of deprivation of parental support or care even though there was no immediate causal connection between the current need and the death of the parent.

Example 2: A child who is a member of a normal family group and whose parents are unable to meet his needs, due to an emergency such as disaster or widespread unemployment, would not be deprived of parental support or care in accordance with this definition. At no time is the ANC program intended to minimize the parent's responsibility for attending to the needs of his family.

The elapsed period or expected duration of deprivation has no bearing on the determination of eligibility. If the deprivation exists, the eligibility on this point is immediate. There are situations when the parent needs the most understanding treatment if he or she is to be directed towards normal living and satisfactory adjustment to future responsibility. The principle of keeping children in their own homes wherever possible may best be served by providing assistance immediately to avoid the necessity of making major readjustments in the child's living arrangements. The absence, illness, or disability which causes deprivation of parental support or care may be most detrimental to the child at the moment the parent departs, dies, or falls ill, and assistance at this time may help to stabilize the family situation in which the child will live.

When the deprivation no longer exists, the county shall help the members of the family plan to meet their needs before assistance is discontinued. However, financial assistance shall not be continued for more than three monthly payments during the period of adjustment after the deprivation ceases.





Sec. 18 DEFINITION OF DEPRIVATION OF PARENTAL SUPPORT OR CARE BY REASON  
OF DEATH

18

A child shall be considered deprived of parental support or care if either one or both of his parents is deceased.

Sec. 19 DETERMINATION OF DEPRIVATION OF PARENTAL SUPPORT OR CARE BY REASON  
OF DEATH

19

The county shall determine, on the basis of facts assembled jointly with the applicant, that either or both parents are dead.

The narrative report shall include the applicant's statement of the date and place of death and other pertinent details concerning the circumstances of the death.

If the applicant can give definite, clear, and complete information and there is no doubt regarding the situation or if the records of the county provide the information, additional evidence is not required.

If the applicant does not have complete or accurate information, or if there appears to be conflicting information, further evidence of death shall be obtained. It should be explained to the applicant that the reason for obtaining additional information is to clear up the missing or irreconcilable data. Usually the applicant himself can easily supply or obtain the necessary evidence. In some situations it may be decided jointly with the applicant that the county will secure the evidence.

Some examples of acceptable evidence of death are as follows:

1. Records of an insurance company, fraternal order, coroner, hospital, mortuary, or any organization having direct or primary knowledge of the death.
2. Newspaper or obituary notices if they give name of deceased and the date and place of death.
3. Letters, if they are identifiable with the event and give the necessary information.
4. Statement of a witness to the event such as a doctor, nurse, relative, or other person present at the time of the death or who attended burial rites. Such statements may be oral or written and need not be in form of affidavits. The following points shall be included either in the written statement or in the narrative record:
  - a. Name of the deceased and the relationship to the child.
  - b. Date and place of death.
  - c. Relationship of the witness to the decedent or family, such as attending physician, minister, relative, or friend, or casual acquaintance.
  - d. Facts showing that knowledge is primary and direct, not hearsay.
5. Death certificate or certified copy of same.
6. Written verification from the Recorder or Bureau of Vital Statistics giving the necessary information and stating where the record is on file.
7. Court finding of presumptive death.

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A child shall be considered deprived of parental support or care if there is continued absence from the home on the part of one or both parents.

Continued absence from the home implies a clear dissociation of one or both parents from the normal family relationships. Dissociation from family relationships is not considered to exist if the parent is absent solely for the purpose of looking for work, working in another locality, visiting, or moving to another community. However, it is recognized that the original purpose of the absence may change. Dissociation is not presumed in cases in which a parent is confined in a penal or correctional institution or is serving in the armed forces, but because such parents are unable to return to the family, they are included in the definition of absent parents. Continued absence of a parent from the home exists in the following situations:

1. The parents are divorced or divorce is pending;
2. The parents are separated, legally or informally;
3. One or both parents has deserted (includes foundlings and abandoned children);
4. The marriage of the parents has been annulled;
5. The parents of the child are not married to each other and are not maintaining a home together (includes cases formerly classified as illegitimate);
6. A parent is confined in a penal or correctional institution (including road camps and county jails);
7. A parent is serving in the armed forces.

If the parents are maintaining a home together in the community but the child is living elsewhere, whether placed by the parents, by an authoritative agency, or by an agency acting on behalf of the parents, the child shall not be considered to be deprived of parental support or care due to absence of a parent from the home.

For purposes of determining deprivation of parental support or care, legal action against an absent parent or action to locate an absent parent or to establish paternity of a child of unmarried parents is not required. Such actions might result in permanent severance of family relationships with the absent parent rather than strengthening family ties. (See Sec. on Income)

Visits of an absent parent to the home to see the child or his contributions to the support of the child would not affect eligibility on the basis of deprivation of parental support or care. Contributions made by the absent parent are considered as income and as such might affect eligibility on the basis of need.

If an absent parent returns to the home, he may be unable to assume at once his full responsibility for the child's support or care. Discontinuance of assistance immediately might make family readjustments more difficult and create hardships for the child. Assistance shall be continued as long as necessary but not to exceed three monthly payments after the parent's return. During this period the county is expected to help the family work out plans for future management. For example, a

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father who has been absent from the home because of imprisonment and returns home on parole can no longer be considered to be absent from the home. However, the effect of his absence may continue for a period while the family finds housing adequate for an additional member and makes the move, and while the father finds employment and begins to receive an income to provide support for the family. Assistance in meeting the financial needs and in making family readjustments will strengthen family ties and minimize hardships for the children. In no event shall financial assistance be continued after three monthly payments subsequent to the parent's return, even though need continues.

Sec. 21 DETERMINATION OF DEPRIVATION OF PARENTAL SUPPORT OR CARE BY  
REASON OF ABSENCE OF A PARENT FROM THE HOME

21

The county shall determine, on the basis of facts assembled jointly with the applicant, that there is continued absence of a parent from the home.

The narrative report shall include the applicant's statement of the date absence began, the circumstances surrounding the absence, present whereabouts of the absent parent, and subsequent relationships of the parents to each other and to the child.

If the applicant can give definite, clear, and complete information and there is no doubt regarding the situation, or if the records of the county provide the information, additional evidence is not required. If the applicant does not have complete or accurate information, or if there appears to be conflicting information, further evidence of absence shall be obtained. This may be in the form of official or unofficial documents, or interviews with other persons having knowledge of the situation. Further information regarding the absent parent may be required for the purpose of establishing need. (See Sec. )

Complete recording of the county's basis for the determination, including a report of all evidence secured, shall be included in the narrative.

If the absent parent returns to the home, plans for readjustments and discontinuance of assistance should be discussed with the family and available services made known to them.

Sec. 22 DEFINITION OF DEPRIVATION OF PARENTAL SUPPORT OR CARE BY  
REASON OF PHYSICAL OR MENTAL INCAPACITY OF A PARENT

22

A child shall be considered deprived of parental support or care if either one or both of the parents have a physical or mental incapacity. The incapacity may be partial, temporary, or permanent.

Incapacity of the mother is defined as any physical or mental illness, defect, or disability which prevents her from giving her child normal care.

The incapacity of a father is defined as any physical or mental illness, defect, or disability which prevents him from working full time at regular employment. Regular employment does not include therapeutic, rehabilitative, or sheltered work shop type of work.

If part-time employment is undertaken by the incapacitated father, assistance shall continue if need exists. The father's incapacity may permit intermittent

The first section of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry must be supported by proper documentation, such as receipts or invoices. The second section outlines the procedures for reconciling accounts and ensuring that the books are balanced at the end of each period. It also mentions the need for regular audits to detect any discrepancies or errors.

Section 2: Financial Reporting and Analysis

This section details the various financial statements that must be prepared, including the balance sheet, income statement, and cash flow statement. It provides guidance on how to format these reports and what information should be included. Additionally, it discusses the importance of analyzing these reports to identify trends and make informed business decisions.

The third section covers the topic of budgeting and forecasting. It explains how to develop a realistic budget based on historical data and market conditions. It also discusses the importance of monitoring actual performance against the budget and making adjustments as needed. The section concludes with a discussion on the role of financial planning in long-term business success.

The fourth section addresses the issue of tax compliance. It provides an overview of the current tax laws and regulations that apply to the business. It also offers practical advice on how to minimize tax liability while remaining compliant. The section emphasizes the importance of staying up-to-date on changes in tax law.

Section 3: Operational Management and Efficiency

This section focuses on the operational aspects of the business, including inventory management, production control, and quality assurance. It discusses the importance of maintaining accurate inventory records and implementing effective production schedules. It also highlights the need for consistent quality control to ensure customer satisfaction.

The fifth section discusses the importance of human resources management. It covers topics such as recruitment, training, and employee development. It emphasizes the need to attract and retain top talent and to provide ongoing opportunities for growth and advancement.

The final section provides a summary of the key points discussed throughout the document. It reiterates the importance of maintaining accurate financial records, efficient operations, and a strong human resource base for long-term success.



employment and he shall be encouraged to accept such employment within his capacities. Assurance that assistance will be available when he is no longer employed or not earning sufficient to meet the family need will be an additional incentive to accepting employment. It is possible in such cases that the amount of assistance will fluctuate or be discontinued and restored at frequent intervals.

The incapacitated father should have every opportunity to restore himself to as complete economic and social self-sufficiency as is possible. Following complete recovery from an illness or following the correction of a defect of disability, assistance shall be continued as long as necessary, not to exceed three monthly payments after the father's recovery.

Sec. 23 DETERMINATION OF DEPRIVATION OF PARENTAL SUPPORT OR CARE  
BY REASON OF PHYSICAL OR MENTAL INCAPACITY

23

The county shall determine that one or both parents are physically or mentally incapacitated. The following are types of evidence acceptable in establishing incapacity:

1. A medical report from a physician, clinic, hospital, health department, medical social service department in cases of physical incapacity. The report may be obtained by the parent or by the agency with the written consent of the parent. The medical report should include:
  - a. Diagnosis;
  - b. Prognosis as to ultimate recovery and probable duration of illness;
  - c. Recommendations as to medical, surgical, psychiatric or other treatment; and
  - d. Recommendations as to reexamination.
2. The parent's receipt of disability benefits. This includes benefits received under the Disability Insurance plan administered by the State Department of Employment, voluntary or private disability insurance plans, Workmen's Compensation, and disability compensation through the Veterans Administration. The applicant's statements regarding the cause of the incapacity, and the circumstances surrounding the award of the benefits will establish incapacity if not inconsistent with other facts in the case. The applicant may have documents in his possession showing that a disability benefit has been awarded. When disability benefits are discontinued, further proof of incapacity is necessary.
3. The receipt of Security for the Blind or Aid to the Partially Self-Supporting Blind Residents by a parent. No further evidence is necessary.
4. The hospitalization of the parent in either a public or private hospital. This includes general hospitals, hospitals for the chronically ill, and specialized hospitals for the tuberculous, the mentally ill, and the mentally defective. If the applicant can give definite and clear information regarding a parent's hospitalization, further evidence is not required. Hospitalization may also be established by an oral or written statement from an appropriate hospital authority or

THE SECRETARY OF THE ARMY  
WASHINGTON, D. C.  
JANUARY 1, 1918

TO THE SECRETARY OF THE ARMY  
FROM THE SECRETARY OF THE ARMY

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from the medical social service department, or by securing an oral or written medical report from the attending physician, or by the worker's observation if he has had occasion to visit the parent in the hospital.

A parent on leave of absence from a hospital does not render his children ineligible if they are otherwise eligible. If a parent has been discharged as recovered from a hospital for the mentally ill, he can no longer be considered incapacitated.

5. The worker's observation. If a parent has a visible impairment (for example, loss of a limb, paralysis, club foot), the recorded description of the disability is sufficient to establish eligibility.
6. A medical report from a psychiatrist, a recognized hospital, or a physician in cases of mental illness or a report from a qualified psychologist or school record in cases of mental deficiency.

In some instances a mental illness may be reflected by marked instability, inability to hold a job, chronic alcoholism, physical symptoms without an organic basis, etc. A physician's oral or written statement together with the recorded social history will be accepted as evidence of mental incapacity in these cases.

The frequency of the redetermination of the existence of incapacity will depend upon the type of illness or disability. If the incapacity is subject to change or if the physician has recommended that a re-examination be made at a specified time, redetermination of the factor of incapacity is necessary.

The annual reinvestigation shall include a redetermination of incapacity except in those cases where the parent is still hospitalized, or where permanent incapacity has already been established.

#### Sec. 24 DETERMINATION OF AGE

24

The county shall determine the age of the child.

The narrative report shall include the applicant's statement of the date of birth.

If the applicant can give definite, clear, and complete information and there is no doubt regarding the date of birth, or if the records of the county provide the information, additional evidence is not required.

If the applicant does not have complete or accurate information, or if there appears to be conflicting information, further evidence of age shall be obtained. It should be explained to the applicant that the reason for obtaining additional information is to clear up the missing or irreconcilable data. Usually the applicant himself can easily supply or obtain the additional evidence. In some situations it may be decided jointly with the applicant that the county will secure the evidence.

Some examples of acceptable evidence of age are as follows:

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1. Birth certificate or certified copy.
2. Written verification from the Recorder or Bureau of Vital Statistics giving the necessary information and stating where the record is on file.
3. Baptismal record or statement from the church.
4. School or court records.
5. Records of an insurance company or hospital.
6. Newspaper notices if they give name of child and parents and the date, and place of birth.
7. Letters, if they are identifiable with the event and give the necessary information.
8. Statement of a witness to the event such as a doctor, nurse, relative, or other person present at the time of birth. Such statements may be oral or written and need not be in form of affidavits. The following points shall be included either in the written statement or in the narrative record:
  - a. Name of the child and parents.
  - b. Date and place of birth.
  - c. Relationship of the witness to the family, such as attending physician, minister, relative, or friend, or casual acquaintance.
  - d. Facts showing that knowledge is primary and direct, not hearsay.

If a child is a foundling, a statement of the finder shall be secured, if possible. The approximate age only can be given. A statement from a physician as to the approximate age of the foundling may also be accepted.

Title 22 Ch. 2

MAIN OFFICE  
SACRAMENTO  
616 K STREET  
14

STATE OF CALIFORNIA

# Department of Social Welfare

MYRTLE WILLIAMS  
DIRECTOR

Sacramento  
September 12, 1949

ADDRESS REPLY TO:

LOS ANGELES OFFICE  
MIRROR BUILDING  
145 SOUTH SPRING STREET  
12

SAN FRANCISCO OFFICE  
GRAYSTONE BUILDING  
948 MARKET STREET  
2

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

FILED

In the office of the Secretary of State  
of the State of California

SEP 20 1949

11:03 a.m.  
FRANK M. JORDAN, Secretary of State  
By *[Signature]*  
Secretary

Dear Mr. Jordan:

Attached are three copies of regulations issued by the  
State Department of Social Welfare with Manual Letter No. 134.

This material was previously filed with your office on  
August 31, 1949. It is now being sent to you in manual form.

Very sincerely yours,

*[Signature: Myrtle Williams]*

MYRTLE WILLIAMS, Director  
Department of Social Welfare

468:e65  
Attachments

cc: Mr. Ralph N. Kleps  
Department of Professional & Vocational Standards  
Division of Administrative Procedure  
516 Business and Professions Building  
Sacramento, California



Certified as a Regulation (or  
Regulations of the

State Dept. of Social Welfare  
(Name of State Agency)

Director  
(~~Signature~~) (Title)

Myrtle Williams  
(~~Title~~) (~~Signature~~)

Sept 12, 1949  
(Date)

MYRTLE WILLIAMS  
Director

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE

616 K STREET  
SACRAMENTO 14  
September 2, 1949

FILED  
In the office of the Secretary of State  
of the State of California

SEP 20 1949

At 11:03 o'clock *a* M.  
FRANK M. JORDAN, Secretary of State  
By *[Signature]* Deputy

MANUAL LETTER NO. 134

The attached revisions are to be entered in your Manual of Public Assistance Policies and Procedures and the revision numbers added (if necessary) and canceled on the separators of the revised chapters:

Welfare Personnel Standards	Revision 86
Blindness	Revisions 30 and 31
Prevention of Blindness	Revisions 1 and 2
Social Data Record	Revision 10
Continuing Services	Revisions 219 and 220
Financial Procedures	Revisions 465 through 468

These revisions were adopted by the Social Welfare Board with respect to APSB and ANC on August 26, 1949, and are being issued by the SDSW to be effective as follows:

September 1, 1949

October 1, 1949

073-20  
645-28  
645-71

180-20  
185-65  
288-30  
361-40

Sec. 073-20 has been revised to provide that reemployment lists shall contain the names of employees who have separated from a county welfare department to accept transfer to the SDSW. Names appearing on a list for three consecutive years shall be removed unless the period is extended by the SSWB.

Sec. 185-65, as amended, states that in the Prevention of Blindness program reimbursement on a mileage basis for expenses for transportation by privately owned automobile will be allowed where public transportation does not parallel the trip or transportation by common carrier is not available or where the charge claimed for mileage does not exceed the charge for common carrier fare.

The revised Form DFA 193 for billing the SDSW for expenses in connection with the Prevention of Blindness program is being issued for inclusion in Sec. 189-99. The example on the form has been revised to emphasize the fact that the blind patient and his attendant may travel by common carrier for the fare for one person.

Secs. 180-20 and 361-40 have been revised to provide that if, in SB or APSB, an examiner makes a report stating in effect that there is not sufficient pathology to account for the degree of disability claimed, or where reliability of the applicant's response is questioned by the examiner, an examination by another physician designated by the State Ophthalmologist shall be authorized. The State Ophthalmologist shall base his determination of eligibility insofar as degree of blindness is concerned upon this second report.



Sec. 288-30 prescribes a revised method of reporting on Form CA 230 (Social Data Record Card, ANC) the reason for deprivation of parental support in accordance with definitions outlined in Department Bulletin No. 373 which implements Chapter 889, Statutes of 1949 (AB 40). Sec. 288-35 has been deleted, and the entry of dates formerly required in Item 18, Columns 13 and 15, is no longer necessary. Likewise, since Form CA 230 is not being revised at this time the main heading above Columns 12 through 15 is to be disregarded. Columns 12 and 14 are to be completed in accordance with the new instructions appearing in Sec. 288-30.

Sec. 645-28 as amended provides that federal participation may be claimed for those special services (excluding overhead costs) rendered by a county civil service department for the county welfare department which are extra and identifiable or incurred on specific request by the SDSW.

Sec. 645-30, Expenses of Various Other County Agencies, has been deleted.

Item 8 of Sec. 645-71 which gave instructions for claiming for certain expenditures of county agencies other than the welfare department has also been deleted.

Department Bulletins Nos. 338B and 360A are now obsolete.

## 073-20 (Continued)

073-20

The order of preference in certifying eligibles shall be: county reemployment list, promotional eligible list, state-wide reemployment list, county eligible list, district eligible list, state-wide eligible list.

Names which have appeared on a list for three consecutive years shall be removed from the reemployment lists unless the period is extended by the SSWB. (W&IC 119.5, 119.6)

**073-25 PROMOTIONAL ELIGIBLE LISTS**  
**NPS**

073-25

Names of competitors who are successful in promotional examinations for any given county as provided in these rules shall be placed on the county promotional eligible list for class for which such examination is held and said list may take precedence over eligible list and general reemployment list for said class at discretion of appointing authority.

An employee who leaves employ of the county (except by lay-off) in which he has gained eligibility for promotion shall be considered as having relinquished his right to promotion, and his name shall be stricken from such promotional eligible list. In discretion of SDSW, such employee's name may, if the employee requests it in writing, be placed upon eligible list for same class in accordance with final rating attained in promotional examination, if there be such an eligible list then existing. (W&IC 119.5, 119.6; PSS-Admin.)

**073-30 INACTIVE LISTS**  
**NPS**

073-30

The name of an eligible who is not available for immediate certification shall be placed upon an inactive list, but may be restored to the active list from which it was removed upon written request of such eligible, provided list resulting from the examination in which he participated is still in existence. (See Sec. 073-70, Response by Certified Eligible and Sec. 073-90, Voluntary Withdrawal from Active List.) (W&IC 119.5, 119.6)

**073-50 REQUEST FOR CERTIFICATION OF ELIGIBLES**  
**NPS**

073-50

Whenever a position is to be filled, appointing authority shall notify the SDSW of that fact in advance of date of anticipated need and shall make written request for certification on Form PS-18, Request for Certification, stating duties, salary, tenure, and location of the position.

In requesting certification for personnel, the appointing authority may have the right to specify the sex of the eligible to be certified, providing that a justifiable reason is given for the request and is approved by the Personnel Officer. (W&IC 119.5, 119.6)

**073-60 CERTIFICATION OF NAMES**  
**NPS**

073-60

Examining agency shall certify to appointing authority on Form PS-19, Certification of Eligibles, names and addresses of the three persons who stand **highest** on eligible list for class to which position belongs and who have indicated a willingness to accept conditions of employment as specified.

(Section Continued on Next Page)



**073-10 REMOVAL OF NAMES FROM ELIGIBLE LISTS**  
**WPS****073-10**

Under supervision and direction of the SSWB, the examining agency may remove the name of an eligible from an eligible list:

1. For any of the causes stipulated in Sec. 071-95, Disqualification of Applicants;
2. On evidence that the eligible cannot be located by postal authorities;
3. On receipt of a statement from the eligible declining an appointment and stating that he no longer desires consideration for a position with the agency;
4. If three offers of a probationary appointment to the class for which the eligible list was established have been declined by the eligible;
5. If the name has been on the eligible list for a period of one year or more, and all other names which have been on the list for the same length of time or longer are also removed.

The examining agency shall notify the eligible by mail addressed to his last-known address of this action and the reasons therefor. An eligible's name shall be reinstated on the eligible list upon showing of cause satisfactory to the SDSW, or in accordance with a decision of the SSWB upon appeal as provided in Sec. 076-70, Appeal from Dismissal, Suspension, or Demotion. (W&IC 119.5, 119.6)

**073-20 REEMPLOYMENT LISTS**  
**WPS****073-20**

In addition to the eligible list for any class there shall be maintained for each class, county, district and state-wide reemployment lists, which shall contain names of (1) employees who had permanent or probationary status and who have been laid off or demoted from positions in the class in accordance with the procedure outlined in Sec. 076-05, Reduction of Force, and (2) persons who have resigned and who within one year from the date of resignation have, with the consent of an appointing authority and the SDSW, withdrawn their resignations, and (3) employees who have separated from a county welfare department to accept transfer to the SDSW in accordance with the provisions of Article XXV of the Constitution which assigns functions heretofore performed by the counties to the SDSW. The names of such transferred employees shall remain inactive on the reemployment list unless their employment is terminated by the SDSW because of reduction in force, or rejection during either (a) the Interim Merit System or (b) the State Civil Service probationary period, as defined by the Government Code and State Personnel Board Rules.

The names shall be placed on the county reemployment list in accordance with the combined Report of Performance and seniority score if the county has adopted the California County Merit System Report of Performance; otherwise, the names shall be placed on the county reemployment list on a seniority basis alone. The names shall be placed on the district and state-wide reemployment lists in accordance with the total seniority score alone. For example, the name of the employee laid off who had the highest score for the class would be placed at the top of the list, and the name of the person who had the lowest score would be at the bottom of the list.

The name of a person receiving an appointment as a result of a spot or area examination shall not be placed on a reemployment list except for the county from which he was separated. (Section Continued on Next Page)

## 180-20 (Continued)

180-20

Aid or security shall not be granted when the eye examination report indicates that the applicant is so mentally incompetent that he cannot cooperate with the physician who makes the examination, or when sufficient eye pathology is not found to account for the loss of vision claimed. When the examining physician reports sufficient pathology to account for the blindness, an estimate of visual acuity by the examiner may be accepted, if the mental condition of the applicant or recipient prevents cooperation with the examining physician.

Aid or security shall not be granted on the basis of an eye examination report in which the examining physician states that he believes the patient is malingering. (W&IC 3460; Art. XXV, Calif. Const.)

**180-25 SUCCESSIVE EYE EXAMINATION REPORTS  
AND, APSB**

180-25

An applicant or recipient who is dissatisfied with the report of the physician may submit a report of another examination made at his own expense by another physician on the approved list. However, on appeals based on degree of visual impairment, and when continued eligibility is questioned on the basis of an eye examination, the SDSW may require such additional eye examinations as it deems necessary. (See Secs. 361-40, Continued Eligibility Questioned on Basis of Physician's Report of Eye Examination, and 325-20, Right, Purpose, and Scope of Appeal.)

If such report indicates that the applicant does come within the definition of blindness on which Aid to the Blind is allowed, a third examination shall be authorized at county expense--this to be made by a physician designated by the SDSW. (See Secs. 235-00, Physician's Report of Eye Examination, 361-40, Continued Eligibility Questioned on Basis of Physician's Report of Eye Examination, 645-02, Expenditures for Purposes of Administration and 645-30, Expenditures for Eye Examinations.) All information contained in the first two reports shall be made available to the physician making the third examination with the exception of the names of the examining physicians. Approval or denial of aid shall be made on the basis of the two reports which agree as to facts.

If the State Ophthalmologist finds upon review that two of the physicians' reports of eye examination indicate that the person's visual impairment comes within the definition of blindness, the SDSW is authorized to recommend to the county that aid be granted or restored without the formality of a hearing by the SSWB. When aid is denied or discontinued on the basis of two reports showing that the person's degree of visual impairment does not come within the definition of blindness, the person shall have the right of appeal to the SSWB for a fair hearing. (See Sec. 325-20, Right, Purpose and Scope of Appeal.) All reports of eye examinations shall be submitted with the appeal.

When the person appeals on the basis of two adverse reports, he may at his own expense present reports of other eye examinations. Such reports shall be made by physicians selected from the approved list and shall be submitted on the regular eye examination report form.

(Section Continued on Next Page)



**180-20 REVIEW OF EYE EXAMINATION REPORTS  
SB, APSS****180-20**

All reports of eye examinations shall be acted upon by the State Ophthalmologist. (See Sec. 235-00, Physician's Reports of Eye Examination.) Reports may be submitted to the SDSW for review by the State Ophthalmologist prior to action on the application.

This assists in determining the applicant's eligibility insofar as degree of blindness is concerned and avoids payment to persons whose eye examination reports indicate that their degree of visual impairment does not come within the definition of blindness. (See Sec. 180-10, Definition of Blindness.)

If an examiner makes a report stating in effect that there is not sufficient pathology to account for the degree of disability claimed, or where reliability of the applicant's response is questioned by the examiner, an examination by another physician designated by the State Ophthalmologist shall be authorized. The information contained in the report of the first examiner shall be made available to the examiner selected to make the second eye examination with the exception of the name of the first examiner. The examiner selected by the State Ophthalmologist shall be one who is familiar with amblyopia. The State Ophthalmologist shall base his determination of eligibility insofar as degree of blindness is concerned upon this second report.

In the absence of a definite reported visual acuity in accordance with the definition of economic blindness, aid or security shall not be approved on the basis of photophobia, blepharospasm, ptosis, senility, mental aberrations, or neurological lesions without visible eye pathology, in the absence of a neurological report showing involvement of the visual tracts.

Aid or security shall not be granted when the loss of visual acuity is based on a diagnosis of hysterical blindness. (Hysterical blindness shows no pathology in the eye or visual tracts and is a mental condition rather than an ophthalmological problem.)

(Section Continued on Next Page)

185-65 (Continued)

185-65

Taxi Fares

All claims for taxi fares must show the points between which the fare is claimed.

Vouchers and Receipts

Vouchers and/or receipts shall accompany expense claims except:

1. Railroad and stage fares where the fares are available in published tariffs.
2. Meals
3. Street car, ferry fares, bridge and road tolls
4. Taxi or hotel bus fares

In case a receipt or voucher has been lost, a complete statement relative thereto shall be made on the expense account, except in the case of hotel vouchers. Duplicates of hotel vouchers are easily obtainable and must be secured. (See Sec. 185-15, SDSW Scope of Prevention of Blindness Program.) (WETC 3051, 3460, 3462, Art. XXV, Calif. Const., State Board of Control Rules)



185-65 (Continued)

185-65

2. State law provides that all blind residents of the state may be granted free transportation on all street cars. They may be permitted to travel on all other common carriers within the state for one-half the current fare. When any blind person is accompanied by a guide, the combined fares for such blind person and his guide may be fixed at not to exceed the current fare for an individual. The county is asked to provide the blind person with a letter to the common carrier indicating the need for this service.

#### Private Car

Reimbursement on a mileage basis for expenses of transportation by privately owned automobile will be allowed where public transportation does not parallel the trip or transportation by common carrier is not available or where the charge claimed for mileage does not exceed the charge for common carrier fare.

Where public transportation is not used, the maximum rate for which a claim may be allowed for the use of a privately owned automobile is  $5\frac{1}{2}\phi$  per mile. The payment of mileage is for the use of the automobile and applies irrespective of the number of persons occupying the automobile.

Signed statements for private car transportation must accompany claim, and shall show the license number, total number of miles traveled, and the rate per mile.

#### Maximum Allowances

The fixing of maximum allowances does not authorize the filing of claims for sums in excess of expenditures.

For periods less than a full day, the allowance shall be computed on the basis of actual expenditures not to exceed the maximum allowance for hotel, breakfast, lunch, and dinner.

The specified dates for which allowances are requested shall be stated on the claim.

#### Travel Expenses of Attendant

If an attendant is required, expenses for hotel accommodations, meals, and transportation for such attendant may be claimed in accordance with these rules.

Expenses for an attendant will be allowed only for the time that actual attendance on the patient is required. This may include round trips by common carrier for the purpose of assisting the patient on his return trip to his home where the need for such assistance exists.

(Section Continued on Next Page)

189-99

## PREVENTION OF BLINDNESS

189-99 (Continued)

189-99

State of California  
FORM AA 152

Department of Social Welfare

To XX COUNTY, Dr.  
For Reimbursement to CountiesSubmit in Triplicate  
State Department of Social Welfare  
311 South Spring Street  
Los Angeles 13, California

## TREATMENTS OR OPERATIONS TO PREVENT BLINDNESS

(As Provided Under Section 3051 of the Welfare and Institutions Code)

(Do Not Write in  
This Space)Date of Claim November 4, 19 4719      Fiscal YearPaid By XX County, California  
County Case No. 3569  
State Case No. FR 467 B1

Date		Amount	Paid by Warrant Number	Supported By Voucher Number
	<u>Mary Jones</u> (Name of Applicant)			
	<u>Fresno, California</u> (Address of Applicant)			
	Type of Service <u>Transportation expenses advanced</u> (Itemize service rendered)			
10/22	1 - RT Southern Pacific R/R fare - Fresno to San Francisco	5.05	45678	
	9 - Meals for 10/22 - 10/24/47 incl.	7.75	45679	
	Lodging for 2 nights, 10/22 - 10/24/47	5.00	45680	1
	Total Amount Paid by County . . . . .	\$17.80		

STATE OF CALIFORNIA

ss.

County of XX

I, Jane Roe, being duly sworn, depose and say, that I am the county official responsible for relief in and for the said county, that the above charges are correct; that the services herein mentioned were actually rendered and the money was actually paid as set forth above. In accordance with Section 3051 of the Welfare and Institutions Code.

Subscribed and Sworn to Before me this 4thDay of November, 19 47

John Doe  
Title Notary Public or Deputy County Clerk

Signature Jane Roe of Welfare Director or Official in ChargeTitle County Welfare Director

I hereby certify that the above expenditures were incurred in accordance with Section 3051 of the Welfare and Institutions Code and that warrants totaling the amount shown above have been issued.

Signature Jack Smith of County Auditor

## FOR STATE USE ONLY

Expenditure Code	Approved for payment in accordance with Section 3051 of the Welfare and Institu- tions Code.	To be included on claim for Federal Reimbursement NOT reimbursable by Federal By (Initial)
Recommended for Payment.		
State Ophthalmologist	Chief, Division for the Blind	INSTRUCTIONS: If invoice is to be segregated between Federal reimbursable and Non-Federal reimbursable items. Note Federal reimbursable items opposite the amount by the symbol "FR".
State Department of Social Welfare	State Department of Social Welfare	
Date	Date	

Form AA 152, October 1947

CLAIM: Reimbursement to Counties - Treatments or Operations to Prevent Blindness

SDSW-CALIFORNIA-MANUAL

Issued November 21, 1947



## 189-99 FORMS USED IN PREVENTION OF BLINDNESS PROCEDURES

189-99

State of California

Department of Social Welfare

Send bill in triplicate to:

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE  
145 So. Spring Street  
Los Angeles 12, California

Date November 3, 1947

Place Grass Valley, California

JOHN DOE

(Name of Applicant)

GRASS VALLEY, CALIFORNIA

(Address of Applicant)

Type of Service Travel expense to keep appointment with San Francisco surgeon authorized by the State  
(Itemize Service Rendered) Department of Social Welfare

10/19/47 Greyhound bus, Grass Valley - S.F. Round-trip for blind patient and attendant	\$5.50
10/19 - 10/20/47 Lodging (See voucher attached) for patient	3.00
10/19 - 10/20/47 Lodging (See voucher attached) for attendant	3.00
10/19/47 Dinner (for patient and attendant)	3.00
10/20/47 Meals: Breakfast \$1.00 each (for patient and attendant)	2.00
Lunch \$1.25 (for attendant)	1.25
10/20/47 Taxi, hotel to doctor's office	.65
10/20/47 Taxi, doctor's office to hospital	.80
11/3/47 RT Greyhound bus, Grass Valley - S.F. (for attendant to accompany patient home)	5.50

TOTAL AMOUNT \$ 24.70

I HEREBY CERTIFY THAT THE ABOVE SERVICES CLAIMED HAVE BEEN RENDERED AS LISTED. NO PAYMENT HAS BEEN RECEIVED OR WILL BE CLAIMED FOR THESE SERVICES FROM OTHER SOURCES.

*Signoria Rest Home*

(Name of individual or name of organization to be listed on warrant as Payee)

Grass Valley, California  
(Address of Payee)

By

*John Doe, Mgr.*

(Signature of individual, or signature and title of responsible official of the organization, etc.)

Instructions: If the warrant is to be made out to an individual, the name of the individual and the signature of the individual listed as Payee must be identical. If an organization, a complete signature of a responsible official of the organization is necessary.

*Mary Doe*

(Signature of attendant, if required)

Form DFA-193, Revised April 1949  
Invoice-Treatments or Operations to Prevent Blindness

## FOR STATE USE ONLY

Expenditure Code

RECOMMENDED FOR PAYMENT.

STATE OPHTHALMOLOGIST  
STATE DEPARTMENT OF SOCIAL WELFARE

DATE

Approved for payment in accordance with Section 3051 of the Welfare and Institutions Code.

Chief, Division for the Blind  
State Department of Social Welfare

Date:

To be included on claim for federal reimbursement

NOT reimbursable by federal

By (Initial)

Instructions: If invoice is to be segregated between federal reimbursable and non-federal reimbursable items, note federal reimbursable items opposite the amount by the symbol "FR."

(Section Continued on Next Page)

## 288-30 REASON FOR DEPRIVATION OF PARENTAL SUPPORT

288-30

ANC--Item 18; Cols. 12 and 14

From the following list, enter in Column 12 or Column 14 abbreviation for the item which describes the status of the parent(s) whose death, absence, or incapacity qualifies the child for ANC. If the status of either parent qualifies the child, make appropriate entries in each column; otherwise make an entry in only one column. If the child has been adopted, the entry should refer to the adoptive parent(s).

Dead	--Dead
Ab-des	--Absent - deserted
Ab-div	--Absent - divorced
Ab-sep	--Absent - separated
Ab-ann	--Absent - marriage annulled
Ab-a.f.	--Absent - in armed forces
Ab-imp	--Absent - imprisoned
T. B.	--Tuberculous
Ment	--Mentally incapacitated
Phys	--Physically incapacitated

(WIC 115, 116)



**287-90 OTHER PUBLIC OR PRIVATE ASSISTANCE APPROVED  
IN HOUSEHOLD OF APPLICANT**

287-90

ANB, APSB--Item 24

The purpose of this item is to show at time of investigation all forms of public or private assistance received by any member of household, including applicant, simultaneously with ANB or APSB. ANB or APSB which is to be discontinued upon applicant's receipt of first payment of ANB or APSB, or soon thereafter, is not to be included. Check only the types of assistance which are to continue as part of the relief plan.

- a. NONE--Circle (a) if no other public or private relief is to be received by any member of household.
- b. ANC--Circle (b) if ANC has been approved for member or members of household.
- c. OAS--Circle (c) if OAS has been approved for member or members of household.
- d. GENERAL RELIEF--Circle (d) if county is extending general assistance from county indigent funds in addition to county's portion of aid costs under ANB, APSB, or ANC programs to member or members of household.
- e. ANOTHER ANB OR APSB GRANT--Circle (e) if another ANB or APSB grant has been approved for another member or members of household. Give state case number or numbers.
- f. OTHER PUBLIC ASSISTANCE--Circle (f) if any other type of public assistance has been approved for any member of household, such as a regular grant from public funds for special forms of health service to child or children in household. Do not circle (f) if member of household is receiving care at a hospital or in some other public institution. Specify type of assistance.
- g. PRIVATE AGENCY--Circle (g) if relief is received by member of household from private or semiprivate, nonprofit, incorporated agency. Such assistance does not include care in a private hospital or in other private institutions.
- h. UNKNOWN--Circle (h) if at time of the investigation it is unknown whether household will receive other public or private relief simultaneously with ANB or APSB. (W&IC 115, 116)

**288-25 LIVING ARRANGEMENT OF CHILD**

288-25

ANC--Item 18; Col. 11

This item is intended to record the living arrangement of children for whom ANC grant is made. If the mother or father or both are in household with the child, select the code for this item which indicates presence of parent(s) regardless of whether parent is or is not the payee, e.g., if the child is living with her grandmother who is the payee and both parents are in the home, enter code "1." If the child is living with a brother or sister and both parents are absent, enter code "8." (W&IC 115, 116)

361-40 (Continued)

361-40

When the Physician's Report of Eye Examination (Form Bl 227) from another physician is in conflict with the one which raised a question regarding continued eligibility, the withheld warrant shall be released, provided it is delivered before the end of the month for which it is drawn. An examination by a third physician shall be authorized in order that a decision may be made on the basis of the two reports which agree. (See Sec. 180-25, Successive Eye Examination Reports.)

When a Physician's Report of Eye Examination (Form Bl 227) is submitted by a recipient prior to the end of the month for which the warrant is being held and the findings of the physician are in agreement with those which raised a question with regard to continued eligibility, the withheld warrant shall be canceled. Aid or security shall be discontinued as of the last day of the month preceding that for which the warrant is canceled and a Notice of Change (Form Bl 232 or APSB 232) shall be sent to the SDSW. (See Sec. 361-50, Discontinuance of Aid.)

Upon the release of the warrant which was withheld because of a cloud on eligibility the warrant for the next or second month shall be issued and its delivery withheld, but not beyond the end of the month for which it is drawn.

If the physician's report of the third eye examination establishes eligibility for continued payments, the withheld warrant shall be delivered to the recipient before the end of the month for which it is drawn and aid or security shall continue in the amount to which the recipient is eligible.

If the physician's report of the third eye examination establishes ineligibility, or if eligibility is not determined by the end of the second month for which delivery of the warrant was withheld, the warrant shall be canceled and a Notice of Change (Form Bl 232 or APSB 232) discontinuing aid or security, effective with the last day of the month preceding that for which the warrant was canceled, shall be forwarded to the SDSW in the usual manner. (See Sec. 180-25, Successive Eye Examination Reports.)

Payment of the physician's fee for all eye examinations required by the SDSW shall be authorized. Federal reimbursement shall be claimed in accordance with Secs. 645-02, Expenditures for Purposes of Administration, and 645-31, Expenditures for Eye Examination. (See Secs. 180-25, Successive Eye Examination Reports, 235-00, Physician's Reports of Eye Examination.) (W&IC 3083.1 and 3462.1)

Under no circumstances shall warrants for more than two months be issued and withheld pending clearance of eligibility.

When an examination by the State Ophthalmologist discloses ineligibility insofar as blindness is concerned, aid or security shall be discontinued without further eye examination. (See Secs. 180-50, Re-examination of Eyes to Determine Continued Eligibility, and 325-20, Right, Purpose, and Scope of Appeal.)

If an examiner questions the degree of disability claimed, and an examination by a physician selected by the State Ophthalmologist is to be made, the State Ophthalmologist shall base his determination of eligibility insofar as degree of blindness is concerned upon this second report. (See Secs. 180-20, Review of Eye Examination Reports.) (W&IC 3050, 3083, 3460, Art. XXV, Calif. Const.)



## 361-35 (Continued)

361-35

suspended warrants may be canceled and a new warrant or warrants in the correct amount issued. (See Sec. 361-10, Decrease in Grant.) If the original warrant and any subsequently suspended warrants are canceled and a new warrant or warrants issued, the board of supervisors must approve the changed grant and the new warrant or warrants must be issued before the end of the suspension period.

When, during suspension of aid, it is determined that the recipient was eligible to a greater amount of aid than that for which a suspended warrant or warrants were issued, the original warrant or warrants may be released. The additional amount due for a particular month may be retroactively paid, provided the supplementary warrant or warrants are issued and delivered before the end of the second month following that for which the retroactive payment is made, or the original warrant may be canceled and a new warrant or warrants in the correct amount issued. (See Secs. 361-25, Retroactive Aid Payments by County, and 361-00, Increase in Amount of Aid.)

For method of filing claims see Sec. 626-50, Supplemental Aid Claims.

A Notice of Change (Form Ag, Bl, CA 232) shall be submitted to the SDSW, after action by the board of supervisors, showing the change in the grant, beginning as of the first day of the month in which it was effective. (W&IC 1560, 2140, 3075, 3078, 3078.5, 3460)

**361-40 CONTINUED ELIGIBILITY QUESTIONED ON BASIS OF PHYSICIAN'S  
REPORT OF EYE EXAMINATION  
SB, APSB**

361-40

When the State Ophthalmologist finds upon review of a Physician's Report of Eye Examination (Form Bl 227) that the facts contained in the report raise a question regarding degree of blindness, aid or security shall not be immediately discontinued. (See Secs. 180-50, Reexamination of Eyes to Determine Continued Eligibility, 180-25, Successive Eye Examination Reports.) The warrant for the coming month shall be issued in the usual manner but delivery withheld, though not beyond the month for which it is drawn. The recipient shall be immediately notified that continued eligibility is questioned that continuance of aid or security is dependent upon clearance of eligibility, and that he may submit a Physician's Report of Eye Examination (Form Bl 227) from another physician from the approved list. (See Sec. 361-80, Notification to Recipient of Change in Grant.)

The submission of a Physician's Report of Eye Examination (Form Bl 227) from another physician may be dependent upon factors such as health condition of the recipient, proximity to a qualified examiner, etc. When such conditions exist and a Physician's Report of Eye Examination (Form Bl 227) is not submitted prior to the end of the month for which the warrant is being held, the withheld warrant shall be released, provided it is delivered before the end of the month for which it is drawn. A second and final notice shall be sent to the recipient with the released warrant advising that further payment will not be made unless eligibility is immediately cleared.

(Section Continued on Next Page)

**645-28 EXPENSES OF A COUNTY CIVIL SERVICE DEPARTMENT  
OAS, SB, ANC**

645-28

Federal participation may be claimed for those special services excluding overhead costs rendered by a county civil service department for the county welfare department which are extra and identifiable or incurred on specific request by the SDSW. The term "extra and identifiable" as used here means that the services must be extra in the sense that they require an identifiable or segregable expense, additional to the normal work load of the local civil service department and are not the services that are regularly performed for all agencies of the county government including the welfare department.

As an example, claimable expenses might include the direct cost of special examinations for positions peculiar to the welfare programs on examinations needed to prevent extended provisional appointments in the local welfare department, where such special or extra examinations are not included in the local civil service department's regular examining program.

Revisions in individual class specifications, as another example, would not ordinarily be considered a special service within the meaning intended here, but would rather be a part of general administrative responsibility of the local civil service department and consequently not claimable. However, a special classification survey of the local welfare department considered essential to maintain the classification plan might be requested as an extra service, and as such, the cost thereof would be claimable.

Counties contemplating filing such claims shall first submit to the SDSW full particulars of the expenses proposed to be claimed. Written SDSW approval is required. (PSS-Admin.; Art. XXV, Calif. Const.)



645-27 (Continued)

645-27

EXPENDITURES FOR PURCHASE OR REPLACEMENT OF EQUIPMENT

If actual costs are claimed, no deviation from the regular procedures is necessary for capital expenditures. If a unit cost is used and an expenditure is made for equipment to be used solely for public assistance, the expenditure may be added to the total amount determined on a unit cost basis.

The amount to be allocated to each program may be determined by prorating the expenditure on the ratios of the salaries and wages expenditures for each program for that month.

If new equipment is purchased by other than the county welfare department, whether on an initial purchase or replacement basis, the SDSW is to be notified in advance of the county's intention to claim so that determination can be made as to whether the items are eligible for federal participation.

Costs shall be reported currently and shall be identified as an expense of the county auditor when itemized on the Administrative Expense Worksheet (Form DFA 64A) submitted to the SDSW with the Administrative Expense Affidavit (Form ABC 807). The county shall maintain records to substantiate these costs. (FSS-Admin.)

645-31 EXPENDITURES FOR EYE EXAMINATIONS  
ANB

645-31

Federal participation may be claimed for cost of required eye examinations for aid to the Blind. (See Secs. 235-00, Physician's Reports of Eye Examination, 351-50, Reinvestigation of Blindness, and 545-02, Expenditures for Purposes of Administration.)

In connection with an application for ANB, the SDSW requires the first examination and if the applicant, at his own expense, submits a second report which is in conflict with the first, then the SDSW requires a third or resolving report. Accordingly, reimbursement may be claimed for the first and third examinations, and any additional examination which the SDSW may require.

In connection with reinvestigation, reimbursement may be claimed for the required eye examination (See Sec. 351-50, Reinvestigation of Blindness) and for any additional examination which the SDSW may require. (See Secs. 180-25, Successive Eye Examination Reports, 180-50, Re-Examination of Eyes to Determine Continued Eligibility, and 361-40, Continued Eligibility Questioned on Basis of Physician's Report of Eye Examination.)

Necessary expenses to county for transporting an applicant for or recipient of ANB to obtain the required eye examination (See Secs. 180-15, Determination of Degree of Blindness, and 180-50, Re-examination of Eyes to Determine Continued Eligibility) are administrative expenses, subject to federal reimbursement provided:

1. The applicant or recipient is not financially able to meet such costs, and
2. There is no accessible ophthalmologist on the panel in the county and the person must be transported to another county or state, or
3. Transportation to another county or state is necessary for examination by an ophthalmologist who had not previously examined the person, or

(Section Continued on Next Page)



**645-29 EXPENSES OF SURVEYS BY PRIVATE AGENCIES  
OAS, ANB, ANC**

645-29

In some instances, federal participation may be claimed for the cost of surveys made by private agencies. Such surveys will ordinarily consist of position classification surveys, although organization or procedure surveys may be included.

Counties contemplating such surveys shall forward two copies of the following information to the SDSW.

1. Name of the county agency or department initiating the survey.
2. Name of the private agency to be employed to conduct the survey.
3. Reasons necessitating the survey, and a description of its scope.
4. Reason for the employment of a private agency.
5. Extent to which the survey will cover other county agencies.
6. Period over which the survey is to be conducted.
7. Estimated cost, and the method of segregating those costs for which reimbursement will be claimed.
8. Other pertinent data.

Written approval of federal matching shall be obtained from the SDSW prior to initiation of the survey. All such requests are subject to federal review, and claim will be allowed only in unusual circumstances and after special justification. Claim may be made only upon receipt of written approval from the SDSW and after payment of the expense of the survey has been made by the county. (FSS-Admin.)

645-71 (Continued)

645-71

may be divided between extraneous and public assistance activities on the basis of a ratio established by experience.

This ratio and the time allocation plan for that portion of his time charged to public assistance must be approved in advance by SDSW.

Sec. 645-50, Computing Less Than Full Monthly Salary, shall be followed in determining the amount of salary due an employee for periods of less than one month when such employee is not on per diem basis.

Expenditures for maintenance and operation or capital outlay are apportioned as follows:

5. When identifiable with a specific program, charge to that program.

Example: The cost of a supply of GR (formerly IN) forms, for use in the county office, is charged directly to the GR program.

6. When not readily allocable and not included under 5, and applicable to two or more but not all programs, charge as joint expense in the ratio that the total salary cost of each program involved bears to the total salary cost of all programs involved.

Example: A typewriter is purchased for use on OAS and GR (formerly IN) programs. The portion of the expenditure charged to the OAS program bears the same ratio to the total expenditure that the total of the salaries and wages allocated to the OAS program bears to the total of all salaries and wages of the OAS and GR programs, etc.

7. When not identifiable with specific programs, apportion as over-all expenses in the ratio that the total salary cost of each program bears to the total salary cost of all programs.

Example: A typewriter is purchased for general use and no portion of the cost is, therefore, assignable to any specific program or activity. The portion of the expenditure charged to the OAS program bears the same ratio to the total expenditure that the total salary cost of the OAS program bears to the total salary cost of all programs, etc. (FSS-Admin.)

#### 645-76 TIME RECORDING BY EMPLOYEES OAS, SB, ANC

645-76

Salaries and wages paid to employees of a county welfare department are apportioned among the programs administered by the department in accordance with the ratio of gross man-hours worked on each program by each employee. Therefore, time reports are required of all welfare department employees, including the welfare director and supervisors. Time recording is a continuous process and the allocation of time to programs is accomplished individually by each employee. Forms used in the recording of employees' time are the Employee's Individual Daily Time Record, Form DFA 42, and the County Employee's Monthly Time Record, Form DFA 43.

(Section Continued on Next Page)



**645-71 RULES FOR ALLOCATING ADMINISTRATIVE EXPENSE  
OAS, SB, ANC**

645-71

In determining the proper program to be charged with an expenditure, consideration is given either to the program to which the benefits of the expenditure accrue or to the program necessitating the expense, whichever gives the most logical and equitable relationship between program and expense. All factors are considered and as much expense as possible identified with the individual program, thus insuring the soundest basis for apportionment of joint and over-all charges. The following rules govern the allocation of administrative expenses.

1. Salary of an employee working full time on a specific program is charged to that program.

Example: A public assistance worker is assigned to the ANC-el program and works full time on that program. His salary would be charged directly to the ANC-el (CA-el) program.

2. Salary of employee working on two or more programs, excluding supervisors and assistants whose time cannot readily be allocated as direct charges, is apportioned to programs on the basis of the number of man-hours worked on each program, as shown by time reports maintained by the employee.

Example: A clerk in the county office records 100 productive hours of work during a month, 75 hours on ANC-el and 25 hours on SB. Therefore, 75/100ths of the employee's salary for that month is charged to the ANC-el program and 25/100ths to the SB program.

3. Salary of employee who works on two or more but not all programs, whose time cannot be readily allocated and who is not included under 2 above, is apportioned as joint salary expense to the programs involved in the ratio that it bears to the total salary cost allocable to each program under 1 and 2, above.

Example: A public assistance supervisor, Grade 1, supervises public assistance workers assigned to OAS, SB and ANC. The portion of the supervisor's salary to be charged to the OAS program will bear the same ratio to her total salary as total salary cost allocated to the OAS program bears to the total salary costs allocated to the OAS, SB and ANC programs. It is necessary however to segregate time as to eligible and ineligible in both the OAS and ANC programs.

4. Salary of employee performing duties where none of his working time, or a negligible portion thereof, is identifiable with specific programs, is apportioned as over-all expenses in the ratio that the total salary cost of each program bears to the total salary cost of all programs, as ascertained under 1, 2 and 3, above.

Example: An accountant handles the accounting for all activities of the county welfare department. The portion of his salary charged to the OAS program bears the same ratio to his total salary that the total salary cost of the OAS program (excluding over-all salaries) bears to the total salary cost of all programs (excluding over-all salaries), etc.

- 4a. Salary of an employee of the county welfare department who normally spends a constant proportion of his time on extraneous activities

(Section Continued on Next Page)

MAIN OFFICE  
SACRAMENTO  
616 K STREET  
14

LOS ANGELES OFFICE  
MIRROR BUILDING  
145 SOUTH SPRING STREET  
12

SAN FRANCISCO OFFICE  
GRAYSTONE BUILDING  
948 MARKET STREET  
2

STATE OF CALIFORNIA

## Department of Social Welfare

MYRTLE WILLIAMS  
DIRECTOR

Sacramento  
September 30, 1949

ADDRESS REPLY TO:

**FILED**

In the office of the Secretary of State  
of the State of California

SEP 30 1949

At 3:30 o'clock P.M.  
FRANK M. JORDAN, Secretary of State

By *[Signature]* Deputy

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of the following regulations issued  
by the State Department of Social Welfare:

### BOARDING HOME MANUAL LETTER NO. 18

These regulations were adopted by the State Social Welfare Board  
on September 23, 1949, pursuant to the powers conferred upon it by the  
Welfare and Institutions Code under Section 103, and are being filed in  
accordance with Section 11380 of the Government Code.

These regulations were adopted by the State Social Welfare Board  
to be effective immediately upon filing with the Secretary of State,  
since this has been found necessary for the immediate preservation of  
the public peace, health and safety or general welfare and that notice  
and public procedure thereon are impracticable, unnecessary or contrary  
to the public interest.

Very sincerely yours,

*[Signature]*

MYRTLE WILLIAMS, Director  
Department of Social Welfare

468:e65  
Attachments

cc: Mr. Ralph N. Kleps  
Dept. of Professional and Vocational Standards  
516 Business and Professions Bldg.  
Sacramento, California



Certified as a Regulation (or  
Regulations) of the

State Dept. of Social Welfare

(Name of State Agency)

Myrtle Williams

(Signature) "

Director

(Title)

September 30, 1949

(Date)

MYRTLE WILLIAMS  
DIRECTOR

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE  
616 K STREET  
SACRAMENTO 14

September 30, 1949

**FILED**

In the office of the Secretary of State  
of the State of California

SEP 30 1949

At 3:39 o'clock P. M.  
FRANK M. JORDAN, Secretary of State  
By *[Signature]* Deputy

BOARDING HOME MANUAL LETTER NO. 18

The attached revisions numbered 94 through 101 are to be entered in your copy of the Manual of Boarding Homes for Aged and Children and the revision numbers canceled on the inside of the Manual cover.

Revisions 94, 95, and 97 were approved by the Social Welfare Board on September 23, 1949, and are effective October 1, 1949.

Sec. I-100 and Sec. I and IV of the Appendix have been revised in accordance with the amendment of W&IC 1620 and 2300 relating to the licensing of institutions and boarding homes for aged and institutions, boarding homes, and day nurseries for children. Licensing by the SDSW or its accredited agencies is not applicable to any hospital or establishment holding a license in good standing issued under the provisions of Chapter 2 or Chapter 3 of Division 2 of the Health and Safety Code. However, if a hospital or establishment holding such a license from the State Department of Public Health provides services not incidental to its primary purpose, the provisions for licensing by the SDSW continue to apply to the hospital or establishment in respect to such additional services.

The following sections have been revised to delete the references to private day and boarding schools since under the amendments to W&IC 1620 licensing of such schools is no longer a function of the SDSW:

Sec. I-400  
Sec. I-500  
Sec. IV, Appendix  
Sec. VII, Appendix  
Sec. XVI, Appendix

Sec. I-540 has been revised to state that private day or boarding schools for children do not require a license from the SDSW.

Sec. VIII of the Appendix, Roster of Accredited and Inspection Agencies, and Sec. XV of the Appendix, Directory of Private Institutions for Children in California, have been brought up to date.

The publications, Standards for Private Day Schools and Standards for Private Boarding Schools, are rescinded effective October 1, 1949.

Forms BHA 80 and BHC 80, revised July 1949, are attached to replace copies of those forms now in the Manual following Sec. IX-500.

Department Bulletin 360A is now obsolete.



"No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department, maintain or conduct any institution, boarding home, or other place for the reception or care of aged persons, nor receive or care for any such person. The provisions of this chapter do not apply to any hospital or establishment holding a license in good standing issued under the provisions of Chapter 2 or Chapter 3 of Division 2 of the Health and Safety Code. However, where a hospital or establishment holding such a license from the State Department of Public Health provides services not incidental to its primary purpose, the provisions of this chapter continue to apply to the hospital or establishment in respect to such additional services." (W&IC 2300)

In determining whether a facility is a "place for reception or care of aged persons" the following factors were to be considered:

1. If the purpose of the facility is to receive or care exclusively for aged persons, it falls within the licensing jurisdiction of the SDSW.

For example, commercial hotels, boarding houses, clubs, or lodging houses which cater to the general public and which accept and serve aged persons on the same terms as other persons are not homes or institutions for the aged.

2. Whether or not the primary or stated purpose is care of the aged, a facility may be under the jurisdiction of the SDSW if a substantial number of aged guests are served. In such instances the total program of the facility will determine jurisdiction. In addition to the factor of the number of aged persons resident in the facility the purpose and interest of the management in seeking and caring for aged guests, the admission policies and services offered will assist in determining whether jurisdiction rests with the SDSW.

The purpose of the facility may be revealed by advertising signs, business cards, or other activities of the operator in seeking, receiving or caring for aged guests, and/or acceptance of referrals of aged persons needing a home.

(Section Continued on Next Page)

## CHAPTER I

## JURISDICTION OF THE STATE DEPARTMENT OF SOCIAL WELFARE

I-50

HISTORICAL DEVELOPMENT

I-50

The present responsibilities of the SDSW for the licensing of boarding homes, institutions, and child placing agencies are the outgrowth of activities which began prior to 1900.

Before 1900, the State Board of Examiners, the State Board of Health, and the State Superintendent of Public Instruction, all had some responsibility for investigating private institutions for children. The State Board of Examiners, though primarily interested in the fiscal aspects of State Aid to Children, did evaluate in its reports to some extent the social aspects of the care given to children in institutions.

In 1903 the legislature provided for the licensing of maternity homes, institutions, boarding homes, or other places for the reception and care of children by county boards of health or public health officers. Licenses were revocable if the hospital, institution, or boarding home were managed without proper regard for health, morality, sanitation, comfort, or hygiene. However, few local boards of health assumed this responsibility.

The State Board of Charities and Corrections, created in 1903, had investigatory and reporting powers with regard to public charitable, correctional, and penal institutions.

In 1910 the State Board of Charities and Corrections recommended that various agencies and associations engaged in finding homes and placing dependent children be brought under its supervision. This recommendation resulted from abuses in which dependent children were indiscriminately placed in institutions and were usually discharged at the age of fourteen years when state aid was no longer available. The Board stressed the desirability of placing children in family homes and of supervising the child placing agencies engaged in this work. Abuses had also been observed in the placement of children in family homes without proper investigation and/or supervision. In 1911, therefore, the legislature provided for the licensing of organizations, societies, or persons engaged in the placing of dependent children in family homes.

In 1913 the legislature provided for the licensing of maternity hospitals and boarding homes for the reception and care of children by the State Board of Charities and Corrections.

In 1925, when the State Department of Public Welfare succeeded the State Board of Charities and Corrections, the licensing power was expanded to include institutions for the reception and care of aged and infirm persons. Power was also given in the same year to use local agencies as approved and accredited inspection services.

In 1927 the State Department of Social Welfare succeeded the State Department of Public Welfare. Financial subvention to local accredited licensing agencies was made possible by the 1946 special session of the legislature.



An institution for children is a home providing 24-hour care for sixteen or more children under sixteen years of age, including the foster mother's own children, if any. A home for children which is so organized or administered as to be essentially institutional in character is classified as an institution regardless of the number of children under care.

It is recognized that a family home caring for a number of children but less than sixteen may tend to be institutional in character. However, in general, a home for less than sixteen children should be classified as an institution only when it is administered by a governing board, or when it is operated by employed staff exclusively.

Nursing and convalescent homes, establishments for the handicapped and homes for the mentally incompetent are not under the licensing jurisdiction of the SDSW. (See Secs. I-700, I-710, and I-750 regarding the jurisdiction of the SDPH and SDMH.)

Standards may be obtained from the SDSW.

A day nursery for children is an institution which provides care during the day time only for eleven or more children, or which is so organized or administered that its service is essentially institutional in character regardless of the number of children cared for.

In general, a day care home for less than eleven children should be classified as an institution only when it is administered by a governing board, or when it is operated by employed staff exclusively, or when it is not operated in the family home. A day care facility operated in the family home which has a formalized educational program should be classified, however, as an institution rather than a family day care home, even though the number of children is less than eleven.

The day care facilities under the licensing jurisdiction of the SDSW include the following: day care centers operated on a seasonal basis by food processors; nursery schools operated for a limited number of hours offering primarily an educational experience; day nurseries for working mothers; centers for "parking" children while mothers are attending club meetings or church services, visiting doctors' and dentists' offices or shopping, etc.; day nurseries operated by mothers' cooperative organizations; etc.

(Section Continued on Next Page)

I-300

HOMES FOR AGED UNDER JURISDICTION OF THE STATE DEPARTMENT  
OF MENTAL HYGIENE

I-300

A boarding home or institution which cares for the aged for compensation who are alcoholics, drug addicts, epileptics, or who are mentally deficient, insane, or mentally ill is under the licensing jurisdiction of the State Department of Mental Hygiene. (W&IC 5700)

I-400

BOARDING HOMES AND INSTITUTIONS FOR CHILDREN: HOME FINDING  
AGENCIES

I-400

"No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department:

- (a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
- (b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption." (Excerpt W&IC 1620)

Boarding homes in exclusive use by a licensed child placing agency are exempt from license. (W&IC 1622.5)

I-430

FAMILY BOARDING HOMES FOR CHILDREN

I-430

A family boarding home for children is a private family home which accepts for 24-hour care, with or without compensation, one to fifteen children (inclusive), under sixteen years of age, including the children of the foster parents.

I-440

FOSTER FAMILY DAY CARE HOMES

I-440

A foster family day care home for children is a private family home which accepts for care during the day only, with or without compensation, one to ten children (inclusive), under sixteen years of age, including the children of the foster family.

I-450

PARENT-CHILD BOARDING HOMES

I-450

A parent-child home offers board and room, or room only to parents with their children, including, as a clearly defined part of the service given, the care and supervision of the children while the parent is away either at work or elsewhere,

A parent-child boarding home is one which accommodates not more than six children under sixteen years of age, including the foster mother's own children, nor more than four family units, including the foster family unit. Employees and their children in residence (e.g., housekeeper and child) are included in the count of children and family units.



In deciding whether a facility which offers both boarding care and education should be considered a school or an institution, the primary purpose of the facility must be determined. A facility which is operated primarily for educational purposes and which offers boarding care incidental to its educational program is considered to be a school. A facility which is operated primarily for the care of children and which offers an educational program as part of its service to children is considered to be an institution. Acceptance of major responsibility for the general welfare of the children under care is evidence that the primary purpose of the facility is care of children.

Factors which indicate acceptance of major responsibility for the welfare of the children under care include:

1. Carrying responsibility for custody and care of children throughout the entire year and operating for the majority of children through the summer and other holiday periods.
2. Accepting certain types of responsibility for the children under care, such as purchase or provision of clothing, provision of medical or dental treatment (other than emergency), providing spending money.
3. Accepting responsibility for a majority of children under care as a substitute home.
4. Accepting children for care who are not admitted to the school classes on the premises (pre-school children, children beyond school grades taught).
5. Participation in Community Chest or other charitable fund-raising groups.
6. Accepting Juvenile Court wards from probation officers or by direct commitment.

The following types of summer camps fall within the provisions of W&IC 1620:

- (a) Summer camps conducted as part of the program of a children's institution or a foster home;
- (b) Non-commercial summer camps operated by youth organizations or service clubs;
- (c) Commercial summer camps operated by private individuals or corporations.

(Section Continued on Next Page)

I-520 (Continued)

I-520

Care of children in a church or in club rooms for the period that the parents are in attendance at religious services or at club meetings in the same structure is not considered to be subject to license, on the grounds that these children are not being cared for in the absence of their parents. This exemption does not apply to "parking service" types of care where parents may be in the same large office or store building but are not immediately available as they would be in a church service or club meeting, and where the period of care is not a specified limited time.

Facilities which are purely recreational in character such as riding academies, swimming pools, skating rinks, etc., and the character building programs of youth organizations such as the Boy Scouts, Girl Scouts, YMCA, and YWCA (except for summer camp programs, see Sec. I-560) are not deemed to be places for the reception and care of children and are therefore not considered to be within the licensing jurisdiction of the SDSW.

Standards are available from the SDSW.

I-540 PRIVATE SCHOOLS

I-540

Private day or boarding schools for children do not require a license from the SDSW. However, private schools for children under four years and six months of age (the age at which children may be admitted to public kindergarten) do require a license from the SDSW. Likewise the summer program of a private boarding school which consists of custodial care rather than education is also within the licensing jurisdiction of the SDSW. Also, a facility may combine an educational program and care of children, in which case a determination must be made as to whether it is a school or an institution. See Sec. I-550, Facilities Combining Care of Children and an Educational Program.

Nursery schools conducted by private colleges for the purpose of providing teacher's training in nursery school techniques, although they are not exempt by law, are by administrative decision not required to have a license.



I INSTITUTIONS AND BOARDING HOMES FOR AGED PERSONS-  
W&IC, SECS. 2300-2311

I

LAWS RELATING TO THE DEPARTMENT OF  
SOCIAL WELFARE

(Extract from Welfare and Institutions Code)

DIVISION III. AGED PERSONS

Chapter 2. Institutions and Boarding Homes for  
Aged Persons

2300. No person, association or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department, maintain or conduct any institution, boarding home, or other place for the reception or care of aged persons, nor receive or care for any such person. The provisions of this chapter do not apply to any hospital or establishment holding a license in good standing issued under the provisions of Chapter 2 or Chapter 3 of Division 2 of the Health and Safety Code. However, where a hospital or establishment holding such a license from the State Department of Public Health provides services not incidental to its primary purpose, the provisions of this chapter continue to apply to the hospital or establishment in respect to such additional services.  
(W&IC 2300)

2301. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Section 2300 of this code, and the department may, by a member or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service.

2302. The State Department of Social Welfare may inspect, examine and license under this chapter or any county or city may establish, and the State Department of Social Welfare may accredit and approve, a county or city inspection service to perform such functions under this chapter.

If any county or city establishes an inspection service, and such service is approved by the State Department of Social Welfare, the inspection may be made either by a health department having at least one regularly licensed physician, or a qualified social service department.

The inspection service shall conform to the requirements of this chapter and to the rules of the State Department of Social Welfare.

The costs of any inspection service undertaken by a county or city, with the approval of the State Department of Social Welfare, shall be borne by the State in the amount found necessary by the SDSW for proper and efficient administration, but not to exceed four dollars (\$4) per month per license. Claims shall be filed with the department at the times and in the manner specified by the department for reimbursement of the expenses incurred. If any grants-in-aid are made by the Federal Government for the support of any inspection service approved by the State Department of Social Welfare, the amount of the federal grant shall first be applied to defer the costs of the service and the remainder of the costs, if any, shall be borne by the state.

2303. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.

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IV

INSTITUTIONS FOR CHILD CARE, AND HOME-FINDING AGENCIES  
W&IC SECS. 1620-1631

IV

LAWS RELATING TO THE DEPARTMENT OF SOCIAL WELFARE

(Extract from Welfare and Institutions Code)

DIVISION II. CHILDREN

PART 3. INSTITUTIONS FOR CHILD CARE, AND HOME-FINDING AGENCIES

Chapter 1. Licenses and Inspection

1620. No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department:

- (a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
- (b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption.

The provisions of subdivision (a) do not apply to any hospital or establishment holding a license in good standing issued under the provisions of Chapter 2 or Chapter 3 of Division 2 of the Health and Safety Code. However, where a hospital or establishment holding such a license from the State Department of Public Health provides services not incidental to its primary purpose, the provisions of sub-division (a) continue to apply to the hospital or establishment in respect to such additional services.

1621. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Section 1620 of this code and the department may, by a member, or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service.

1622. The State Department of Social Welfare may inspect, examine and license under this chapter or any county or city may establish, and the State Department of Social Welfare may accredit and approve, a county or city inspection service to perform such functions under this chapter.

If any county or city establishes an inspection service, and such service is approved by the State Department of Social Welfare, the inspection may be made by a health department having at least one regularly licensed physician, or a qualified social service department.

The inspection service shall conform to the requirements of this chapter and to the rules of the State Department of Social Welfare.

The costs of any inspection service undertaken by a county or city, with the approval of the State Department of Social Welfare, shall be borne by the state in the amount found necessary by the SDSW for proper and efficient administration, but not to exceed four dollars (\$4) per month per license. Claims shall be filed with the department at the time and in the manner specified by the department for reimbursement of the expenses incurred. If any grants-in-aid are made

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VII (Continued)

VII

B. DIGEST OF WELFARE AND INSTITUTIONS CODE AND STANDARDS FOR FOSTER HOME CARE FOR CHILDRENFOREWORD:

It is preferable that children grow up with their own parents in their own homes. However, for various reasons some children must be cared for in homes other than their own, either for a few hours each day, or on a full-time basis for a short or long period of time. If foster home care is necessary, the best possible substitute for the child's own home must be found.

Foster home care is something more than feeding children, providing good housing, and keeping them occupied; foster parents must be sincerely interested in children and have some insight into a child's mind and feelings and know how to help him. A child must be fully accepted into the foster home and treated as an own child, and at the same time the relationship of the child to his own family must be strengthened wherever this is possible.

It takes a very special kind of person to be a good foster mother and father, and not all good parents nor all good homes fill the requirements.

Placement of a child in a foster home for even a short period of care is a great responsibility. An agency or parent must know beforehand that the home is a good home. To help determine this and to guide foster parents and agencies responsible for selecting homes, these standards have been devised by the State Department of Social Welfare.

PROVISIONS OF WELFARE AND INSTITUTIONS CODE:Need for License:

1620. No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department;

- (a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
- (b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption.

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VIII (Continued)

VIII

<u>COUNTY</u>	<u>AGENCY</u>	<u>CHILDREN'S BOARDING HOMES</u>	<u>AGED BOARDING HOMES</u>
FRESNO	Department of Public Welfare 4504 Ventura Avenue Fresno 2, California	Accredited	Accredited
GLENN	Glenn County Welfare Dept. Court House Annex Willows, California	Accredited	Accredited
HUMBOLDT	Department of Public Welfare Eureka, California	Accredited	Accredited
IMPERIAL	County Welfare Department Court House El Centro, California	Accredited	Accredited
INYO	County Welfare Department Court House Independence, California	Accredited	Accredited
KERN	County Welfare Department P. O. Box 316 (1115-26th St.) Bakersfield, California	Accredited	Accredited
KINGS	Department of Public Welfare P. O. Box 599 (110 East 8th St.) Hanford, California	Accredited	Accredited
LAKE	Lake County Welfare Department Lakeport, California	Accredited	Accredited
LASSEN	County Welfare Department Court House Susanville, California	Accredited	Accredited
LOS ANGELES	L.A. County Public Welfare Comm. Rm. 903, Civic Center Building 205 South Broadway Los Angeles 12, California	Accredited	Accredited
MADERA	Department of Public Welfare Welfare Building, Madera Ave. Madera, California	Accredited	Accredited
MARIN	County Welfare Department Masonic Building San Rafael, California	Accredited	Accredited

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VIII ROSTER OF ACCREDITED AND INSPECTION AGENCIES

VIII

<u>COUNTY</u>	<u>AGENCY</u>	<u>CHILDREN'S BOARDING HOMES</u>	<u>AGED BOARDING HOMES</u>
ALAMEDA			
County of Alameda (Except the city below)	Alameda County Welfare Commission 420 Broadway Oakland 7, California	Accredited	Accredited
City of Albany	Albany City Health Dept. City Hall Albany, California	Accredited	Accredited
ALPINE	County Welfare Department Fredericksburg, California via Gardnerville, Nevada	Inspection	Inspection
AMADOR	County Welfare Department Court House Jackson, California	Inspection	Inspection
BUTTE	State Dept. of Social Welfare 616 K Street Sacramento, California	Not delegated	Not delegated
CALAVERAS	Department of Social Welfare Court House San Andreas, California	Inspection	Inspection
COLUSA	County Welfare Department Hall of Records Building Colusa, California	Inspection	Inspection
CONTRA COSTA	Social Service Department Court House Martinez, California	Accredited	Accredited
DEL NORTE	Department of Public Welfare Court House Crescent City, California	Accredited	Accredited
EL DORADO	Social Welfare Department 40 Canal Street Placerville, California	Inspection	Inspection

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<u>COUNTY</u>	<u>AGENCY</u>	<u>CHILDREN'S BOARDING HOMES</u>	<u>AGED BOARDING HOMES</u>
SACRAMENTO Outside City Limits	County Dept. of Social Welfare Court House Annex Sacramento 14, California	Accredited	Accredited
City of Sacramento	Sacramento City Health Dept. City Hall Sacramento, California	Accredited	Accredited
SAN BENITO	County Welfare Department Court House Hollister, California	Accredited	Accredited
SAN BERNARDINO	County Welfare Department 340 Mt. View Avenue San Bernardino, California	Accredited	Accredited
SAN DIEGO	Department of Public Welfare Room 008, Civic Center San Diego 1, California	Accredited	Accredited
SAN FRANCISCO	Department of Public Health 101 Grove Street San Francisco, California	Accredited	Accredited
SAN JOAQUIN	State Dept. of Social Welfare 616 K Street Sacramento, California	Not delegated	Not delegated
SAN LUIS OBISPO	County Welfare Department Box 748 (1235 Morro Street) San Luis Obispo, California	Accredited	Accredited
SAN MATEO	Dept. of Public Health & Welfare P.O. Box 110 ( Court House ) Redwood City, California	Accredited	Accredited
SANTA BARBARA	County Welfare Department Court House Santa Barbara, California	Accredited	Accredited
SANTA CLARA	County Welfare Department 45 West St. James Street San Jose 14, California	Accredited	Accredited
SANTA CRUZ	County Social Welfare Dept. 213 Cooper Street Santa Cruz, California	Accredited	Accredited

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VIII (Continued)

VIII

<u>COUNTY</u>	<u>AGENCY</u>	<u>CHILDREN'S BOARDING HOMES</u>	<u>AGED BOARDING HOMES</u>
MARIPOSA	Department of Social Welfare I.O.O.F. Building Mariposa, California	Inspection	Inspection
MENDOCINO	County Welfare Department Court House Ukiah, California	Accredited	Accredited
MERCED	Department of Public Welfare Social Welfare Building P.O. Box 989 (Court House Square) Merced, California	Accredited	Accredited
MODOC	Department of Social Welfare Alturas, California	Accredited	Accredited
MONO	Department of Social Welfare Bridgeport, California	Accredited	Accredited
MONTEREY	Monterey County Welfare Department Court House Salinas, California	Accredited	Accredited
NAPA	County Welfare Department Court House Napa, California	Accredited	Accredited
NEVADA	Nevada County Welfare Dept. Court House Nevada City, California	Accredited	Accredited
ORANGE	Department of Social Welfare Court House Annex Santa Ana, California	Accredited	Accredited
PLACER	State Dept. of Social Welfare 616 K Street Sacramento, California	Not delegated	Not delegated
PLUMAS	Plumas County Welfare Dept. Court House Quincy, California	Accredited	Accredited
RIVERSIDE	County Welfare Department 3547 10th Street Riverside, California	Accredited	Accredited

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<u>COUNTY</u>	<u>AGENCY</u>	<u>CHILDREN'S BOARDING HOMES</u>	<u>AGED BOARDING HOMES</u>
VENTURA	Ventura Probation Department Court House, P. O. Box 769 Ventura, California	Inspection	
YOLO	County Welfare Department Court House, P. O. Box 176 Woodland, California	Accredited	Accredited
YUBA	Yuba County Welfare Dept. 313 C Street Marysville, California	Accredited	Accredited



VIII (Continued)

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<u>COUNTY</u>	<u>AGENCY</u>	<u>CHILDREN'S BOARDING HOMES</u>	<u>AGED BOARDING HOMES</u>
SHASTA	Shasta County Welfare Dept. P. O. Box 912 (Court House) Redding, California	Accredited	Accredited
SIERRA	County Welfare Department Court House Downieville, California	Accredited	Accredited
SISKIYOU	County Welfare Department Court House Annex Yreka, California	Inspection	Inspection
SOLANO	Solano County Welfare Dept. Virginia and Tuolumne Sts. Vallejo, California	Accredited	Accredited
SONOMA	Social Service Department Court House Annex 207 Exchange Avenue Santa Rosa, California	Accredited	Accredited
STANISLAUS	Stanislaus County Welfare Dept. 701-3 Scenic Drive Modesto, California	Accredited	Accredited
SUTTER	County Welfare Department P. O. Box 712 (459 Second St.) Yuba City, California	Accredited	Accredited
TEHAMA	County Welfare Department 612 Washington Street Red Bluff, California	Accredited	Accredited
TRINITY	Department of Public Welfare Court House Weaverville, California	Inspection	Inspection
TULARE	Department of Public Welfare P. O. Box 671 (408 E. Murray St.) Visalia, California	Accredited	Accredited
TUOLUMNE	Tuolumne County Welfare Dept. Court House, P. O. Box 422 Sonora, California	Accredited	Accredited
VENTURA	Department of Social Welfare 121 No. Fir Street Ventura, California	Inspection	Inspection

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## XV DIRECTORY OF PRIVATE INSTITUTIONS FOR CHILDREN IN CALIFORNIA

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FORWARD

The State Department of Social Welfare herewith presents a directory of institutions for children in California which are known to be operating under Section 1620 of the Welfare and Institutions Code and giving full-time care to children on a year-round basis. Summer camps, day nurseries, and institutions caring for children together with their parents are not included.

All of the institutions included in the directory have as their basic purpose the care of children who for some reason are unable to remain in their own homes, and who would benefit by group experience. Some of the institutions listed offer specialized services to particular groups of children. These are indicated under "Special Services".

Institutions under the licensing jurisdiction of the State Department of Social Welfare limit their services to physically and mentally normal children.

Persons desiring information on institutions offering care for mentally deficient or mentally ill children should communicate with the State Department of Mental Hygiene. Persons desiring information on institutions offering nursing or convalescent care to children who are physically ill or handicapped should communicate with the State Department of Public Health.

Maternity homes offering care to unmarried mothers under the age of sixteen are listed in a separate section.

The directory is also available in booklet form and may be obtained from the SDSW upon request.

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Peniel Rescue Home (aka Fairhaven).....	Sacramento	27
Pelletier Training School for Girls (aka Convent of the Good Shepherd of Los Angeles).....	Los Angeles	9
Rancho San Antonio.....	Los Angeles	13
Roman Catholic Orphan Asylum of San Francisco (aka Mt. St. Joseph's School).....	San Francisco	21
Rosemary Cottage.....	Los Angeles	14
Ruth Home.....	Los Angeles	27
Sacramento Children's Home.....	Sacramento	17
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ALAMEDA COUNTY (Continued)

FRED FINCH CHILDREN'S HOME, INCORPORATED  
3800 Coolidge Avenue, Oakland 2

Auspices: California Nevada Conference of the Methodist Church

Capacity: 65 boys and girls, ages 6 - 16 years

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion or nationality. Children under 14 years of age without serious behavior problems admitted.

Apply to: The institution

Rates: Information will be furnished by the institution.

LINCOLN HOME FOR CHILDREN  
4368 Lincoln Avenue, Oakland 2

Auspices: Lincoln Home for Children, Incorporated

Capacity: 20 boys and 16 girls, ages 6 - 15 years

Geographical area served: Alameda County

Admission Policies: No restrictions as to religion, white races only. Children with behavior difficulties and emotional disturbances admitted as available treatment facilities permit.

Apply to: The institution

Rates: Information will be furnished by the institution.

MING QUONG HOME  
51 - 9th Street, Oakland 7

Auspices: Board of National Missions of the Presbyterian Church in the U.S.A.

Capacity: 30 girls, ages 13 - 16 years

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion, race, or nationality. Preference given to girls of Chinese ancestry. Children with serious behavior problems not admitted.

Apply to: The institution

Rates: The average fee is \$50, with clothing and medical expenses extra. Rates may be adjusted in accordance with ability to pay.

ST MARY OF THE PALMS GIRLS' BOARDING SCHOOL, INCORPORATED  
Mission, San Jose

Special Services: School through grammar grades

Auspices: Dominican Sisters of Mission San Jose

Capacity: 132 girls, ages 5 years 9 months - 16 years

Geographical area served: Not restricted

Admission Policies: No restrictions as to race or nationality, Catholic children primarily. Children with serious behavior problems not admitted. Children over 12 years of age not admitted.

Apply to: The institution

Rates: \$47.50 a month. Clothing, books, etc., to be supplied by the parents.

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ALAMEDA COUNTY

CHILDREN'S HOME SOCIETY OF CALIFORNIA  
6515 Outlook Avenue, Oakland

Special Services: Study and placement of children released to the agency for adoption only.

Auspices: Children's Home Society of California  
Capacity: 17 children, infant - 1 year  
Geographical area served: California  
Admission Policies: Children of any race, religion, or nationality accepted for adoption study and placement only.  
Apply to: Nearest office of the Children's Home Society of California

CHILDREN'S HOUSE, FRANK M. SCOONOVER MEMORIAL  
2015 Sixth Street, Berkeley 2

Auspices: Family and Children's Service of Berkeley, Incorporated  
Capacity: 3 children, boys 6 - 14 years, girls 6 - 16 years  
Geographical area served: Berkeley, Albany, and Kensington  
Admission Policies: No restrictions as to religion, race, or nationality.  
Short term emergency placements only.  
Apply to: Family and Children's Service of Berkeley, 2015 Sixth Street, Berkeley  
Rates: \$5.00 a day, clothing, and medical care for the child.

DE FREMERY HOME  
383 - 43rd Street, Oakland 9

Auspices: Children's Guild of the Ladies' Relief Society  
Capacity: 37 boys and girls, ages 3 - 12 years  
Geographical area served: Oakland Community Chest area  
Admission Policies: No restrictions regarding race, religion, or nationality.  
Apply to: Oakland Child Placing Agencies  
Rates: \$60 a month. Special medical care and clothing extra.

FANNIE WALL CHILDREN'S HOME AND DAY NURSERY, INCORPORATED  
815 Linden Street, Oakland 7

Auspices: The Northern Federation of Colored Women's Clubs  
Capacity: 18 boys and girls, ages 5 - 14 years  
Geographical area served: Primarily the Oakland Community Chest area and Alameda County  
Admission Policies: No restrictions as to religion, race, or nationality.  
Children with serious behavior problems not admitted.  
Apply to: The institution  
Rates: According to ability to pay.

(Section Continued on Next Page)

LOS ANGELES COUNTY (Continued)

## CANFIELD FOUNDATION

1923 Micheltorena Street, Los Angeles 26

Special Services: Education through college or equivalent

Auspices: Canfield Foundation

Capacity: 25 girls, first grade through college

Geographical area served: California

Admission Policies: Protestant and Catholic girls of Caucasian race, with superior ability, admitted from first grade to 12th birthday. Girls with behavior problems not accepted.

Apply to: The institution

Rates: No charge for tuition, board and care.

## CASTELAR CRECHE

818 Castelar Street, Los Angeles 12

Auspices: Castelar Creche, Incorporated

Capacity: 30 boys and girls, from 10 days -- 1 year of age

Geographical area served: Los Angeles County

Admission Policies: No restrictions as to race, religion, residence or economic status; acceptance based on individual need for placement.

Apply to: The institution

Rates: \$55 to \$70 a month, according to ability to pay.

## CHILDREN'S BAPTIST HOME OF SOUTHERN CALIFORNIA, INCORPORATED

7715 Victoria Avenue, Inglewood

Auspices: Children's Baptist Home of Southern California, Incorporated

Capacity: 24 boys and 16 girls, ages 6 - 16 years

Geographical area served: Southern California

Admission Policies: Protestant children of white American descent accepted up to 12 years of age. Preference given to children attending Southern California Baptist Churches. Children with serious behavior problems not admitted.

Apply to: The institution

Rates: According to ability to pay, to a maximum of \$63 a month, plus clothing for the child and exceptional medical expenses.

## CHILDREN'S HOME OF THE PLAZA COMMUNITY CENTER

72 West Alegria Avenue, Sierra Madre

Auspices: Plaza Community Center, a project of the Methodist Church

Capacity: 28 boys and girls, ages 5 - 14 years

Geographical area served: No restrictions, preference given to Southern California

Admission Policies: Protestant children of Latin-American descent admitted between the ages of 5 and 10. Children with serious behavior problems not admitted.

Apply to: Plaza Community Center, 125 Sunset Boulevard, Los Angeles

Rates: \$45 a month and clothing. Variations may be arranged with the institution.

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CONTRA COSTA COUNTY

THE CHUNG MEI HOME FOR CHINESE BOYS  
Hill and Elm Streets, El Cerrito

Auspices: San Francisco Bay Cities Baptist Union  
Capacity: 78 boys, ages 5 - 16 years  
Geographical area served: Not restricted  
Admission Policies: No restrictions as to religion, Chinese race only. Boys with serious behavior problems not admitted.  
Apply to: The Superintendent  
Rates: Information will be furnished by the institution.

LOS ANGELES COUNTY

ADELAIDE CHRISTIAN HOME FOR CHILDREN  
3730 West 27th Street, Los Angeles

Auspices: An incorporated non-profit institution  
Capacity: 20 boys and girls, ages 6 - 14 years  
Geographical area served: Los Angeles County primarily  
Admission Policies: Non-sectarian. Children with serious behavior problems not admitted.  
Apply to: The institution  
Rates: \$45 to \$60 a month.

AMARANTH HOME  
2019 - 14th Street, Santa Monica

Auspices: Grand Order of the Court of Amaranth, a Masonic affiliation  
Capacity: 12 girls, ages 13 - 19 years  
Geographical area served: California  
Admission Policies: No restrictions as to religion, white race only. Girls with serious behavior problems not admitted. Preference given to girls with Masonic affiliation.  
Apply to: The institution or the President of the Board  
Rates: According to ability to pay.

BOYS' AND GIRLS' AID SOCIETY OF LOS ANGELES COUNTY (AKA FIVE ACRES)  
760 Mt. View Road, Altadena

Auspices: Boys' and Girls' Aid Society of Los Angeles County  
Capacity: 103 boys and girls, ages 4 - 14 years  
Geographical area served: Community Chest areas of Los Angeles, Altadena, Pasadena, Glendale, South Pasadena, and San Marino  
Admission Policies: No restrictions as to religion or nationality. Children with serious behavior problems not admitted.  
Apply to: The institution  
Rates: \$60 a month and clothing. Rates adjusted to family budget.

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LOS ANGELES COUNTY (Continued)

## FRANCES DE PAUW SCHOOL

4952 Sunset Boulevard, Los Angeles 27

Auspices: Board of Missions and Church Extension of the Methodist Church,  
Women's Division

Capacity: 52 girls, ages 8 - 16 years

Geographical area served: Not restricted

Admission Policies: Girls of Latin-American background of any religious faith  
accepted. Preference given to Protestants. Girls with  
serious behavior problems not admitted. Girls below 7th  
grade in school not accepted.

Apply to: The institution

Rates: \$360 per school year, or \$40 per month.

## HATHAWAY HOME FOR CHILDREN

840 North Avenue 66, Los Angeles 42

Auspices: Hathaway Home for Children, Incorporated

Capacity: 50 boys and girls, ages 6 - 14 years

Geographical area served: Los Angeles Community Chest area.

Admission Policies: Children with mild emotional or personality disturbances  
accepted, non-sectarian.

Apply to: The institution

Rates: According to ability to pay.

## LARK ELLEN HOME FOR BOYS, INCORPORATED

11351 Olympic Boulevard, West Los Angeles 25

Auspices: Lions Club of Los Angeles

Capacity: 50 boys, ages 9 - 19 years

Geographical area served: Los Angeles Community Chest area. Some exceptions  
are made.Admission Policies: No religious restrictions. No serious behavior problems  
accepted.

Apply to: The institution

Rates: Determined on individual basis, average from \$40 to \$65 a month.

## LE ROY BOYS' HOME, INCORPORATED

233 West Base Line, LaVerne

Auspices: Le Roy Boys' Home, Incorporated

Capacity: 51 boys

Geographical area served: Counties of Los Angeles, Orange, San Bernardino,  
Riverside, and Santa Barbara.Admission Policies: Non-sectarian. Boys with serious behavior delinquencies  
not accepted.

Apply to: The institution

Rates: Information will be furnished by the institution.

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LOS ANGELES COUNTY (Continued)

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CHURCH HOME FOR CHILDREN  
940 North Avenue 64, Los Angeles 42

Auspices: Protestant Episcopal Church in the Diocese of Los Angeles  
Capacity: 55 boys and girls, ages 6 - 16 years  
Geographical area served: Not restricted  
Admission Policies: Children under 12 years of age, without serious behavior problems, of any religious faith admitted. Preference given to Protestant Episcopal children.

Apply to: The institution

Rates: To \$60 a month, according to ability to pay.

CONVENT OF THE GOOD SHEPHERD (AKA PELLETIER TRAINING SCHOOL FOR GIRLS)  
1500 South Arlington Avenue, Los Angeles 6

Special Services: Rehabilitation and academic and vocational training of sex delinquent girls, and protection of those who have been in a dangerous environment.

Auspices: Sisters of the Good Shepherd  
Capacity: 225 girls, ages 12 - 18 years  
Geographical area served: Not restricted  
Admission Policies: White or Mexican girls of any religious faith accepted. No maternity cases admitted.

Apply to: The institution

Rates: Information will be furnished by the institution.

CONVERSE KINDERGARTEN AND NURSERY SCHOOL  
219 South Normandie Avenue, Los Angeles

Auspices: A private commercial institution  
Capacity: 19 boys and girls, ages 4 - 8 years  
Geographical area served: Los Angeles  
Admission Policies: White Protestant children without behavior problems are admitted.

Apply to: The institution

Rates: \$75 a month, and clothing, medical care, and spending money.

DAVID AND MARGARET HOME FOR CHILDREN, INCORPORATED  
1350 Third Street, LaVerne

Auspices: Women's Division of Christian Service of the Board of Missions and Church Extension of the Methodist Church  
Capacity: 75 boys and girls, ages 6 - 16 years  
Geographical area served: Southern California  
Admission Policies: White American children without behavior problems are accepted. Preference to children of Methodist background.

Apply to: The institution

Rates: Nominal fee and clothing.

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LOS ANGELES COUNTY (Continued)

## MCKINLEY HOME FOR BOYS

13840 Riverside Drive, Van Nuys

Auspices: McKinley Home for Boys, Incorporated

Capacity: 200 boys, ages 8 - 18 years

Geographical area served: Community Chest areas of Los Angeles, Burbank, Glendale, and Alhambra

Admission Policies: White children, of any religious faith, under 14 years of age, without serious behavior problems.

Apply to: The institution - Director of Social Service Department

Rates: According to ability to pay.

## NAZARETH HOUSE

Home for Boys

15231 Magnolia Boulevard, Van Nuys

Special Services: School through grammar grades

Auspices: Poor Sisters of Nazareth, Incorporated

Capacity: 120 boys, ages 6 - 16 years

Geographical area served: Arch-diocese of Los Angeles

Admission Policies: White and Mexican boys of any religious faith who are in need of institutional care admitted between ages of 6 and 10. Preference given to Catholic boys. No serious behavior problems or Juvenile Court cases accepted.

Apply to: The institution

Rates: Information will be furnished by the institution.

## OPTIMIST HOME FOR BOYS, INCORPORATED

6957 North Figueroa Street, Los Angeles 42

Special Services: Character training and continuous supervision for delinquent and pre-delinquent boys

Auspices: Optimist Clubs of the Los Angeles area

Capacity: 60 boys, ages 9 - 15 years at time of admission

Geographical area served: Not restricted

Admission Policies: White, American Protestant boys accepted for a minimum period of one year. Behavior problems not a barrier.

Apply to: The institution

Rates: Private placement \$60 a month and clothing. Rates to agencies according to child's special needs.

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LOS ANGELES COUNTY (Continued)

LITTLE FLOWER MISSIONARY HOUSE  
2434 Gates Street, Los Angeles 31

Auspices: Carmelite Sisters of the Third Order, Incorporated  
Capacity: 38 girls, ages 6 - 14 years  
Geographical area served: Not restricted  
Admission Policies: No restrictions as to religion, nationality, or race, except  
Negro. Catholic girls of Mexican descent given preference.  
Children with serious behavior problems not admitted.  
Apply to: The institution  
Rates: Information will be furnished by the institution.

LOS ANGELES ORPHANAGE  
917 South Boyle Avenue, Los Angeles

Auspices: Daughters of Charity of Saint Vincent De Paul  
Capacity: 185 girls, ages 3 - 16 years  
Geographical area served: Los Angeles Community Chest area primarily  
Admission Policies: Catholic or Protestant girls of any nationality or race,  
except Negro, accepted up to 12 years of age.  
Apply to: The institution  
Rates: Information will be furnished by the institution.

LOS ANGELES ORPHANS' HOME SOCIETY  
815 North El Centro Avenue, Los Angeles 38

Auspices: Los Angeles Orphans' Home Society, Incorporated  
Capacity: 90 children; girls, ages 3 - 14 years; boys, ages 3 - 12 years  
Geographical area served: Los Angeles County  
Admission Policies: Children of white race, without serious behavior problems,  
who have one year's residence in Los Angeles County accepted.  
Apply to: The institution  
Rates: According to ability to pay.

MASONIC HOME FOR CHILDREN  
1636 East Badillo Street, Covina

Auspices: Masonic Homes of California, Incorporated  
Capacity: 180 boys and girls, ages 6 - 16 years  
Geographical area served: California and Hawaiian Islands  
Admission Policies: Children of members of California Lodges, F. & A. M.  
Apply to: Masonic Homes of California, Masonic Temple, 25 Van Ness Avenue,  
San Francisco 2  
Rates: Information will be furnished by the institution.

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LOS ANGELES COUNTY (Continued)ROSEMARY COTTAGE

3244 East Green Street, Pasadena 10

Auspices: Rosemary Cottage, Incorporated

Capacity: 20 girls, ages 12 through 17 years

Geographical area served: Los Angeles County

Admission Policies: No restrictions regarding religion or nationality. Girls needing guidance or supervision but who do not need psychiatric treatment are accepted.

Apply to: The institution

Rates: \$65 a month plus \$1 a week allowance, and clothing. Fees can be adjusted for Pasadena-Altadena girls.

SPANISH AMERICAN INSTITUTE (AKA BOYS' HOME)

15840 South Figueroa Street, Gardena

Auspices: Boys' Home (Methodist Church)

Capacity: 75 boys, ages 8 - 18 years

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion, race, or nationality. Children with serious behavior problems not admitted.

Apply to: The institution

Rates: \$45 a month and clothing for the child.

TUJUNGA HIGHLAND SCHOOL

6658 Day Street, Tujunga

Special Services: Therapy for emotionally disturbed children

Auspices: Privately operated

Capacity: 10 boys and girls; ages 5 - 12 years

Geographical area served: Southern California

Admission Policies: Children with emotional disturbances who can benefit by program.

Apply to: J. Ruth Rung, Operator

Rates: \$250 per school month (28 days)

TWIN OAKS CHILDREN'S HOME

1302 South Charlotte Avenue, San Gabriel

Auspices: Private organization

Capacity: 14 boys and girls, ages 3 - 10 years

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion or nationality, white race only. Children with serious or minor behavior problems not accepted,

Apply to: The institution

Rates: \$55 a month and laundry.

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LOS ANGELES COUNTY (Continued)

PACIFIC LODGE BOYS' HOME  
4900 Serrania Avenue, Woodland Hills

Special Services: Supervision and guidance for boys in need of socialized training

Auspices: Pacific Lodge Boys' Home, Incorporated

Capacity: 72 boys, ages 10 - 15 years

Geographical area served: Los Angeles and Southern California

Admission Policies: Boys of White, American background, of any religious faith admitted between 10 and 14 years of age.  
Behavior problems accepted.

Apply to: The institution

Rates: \$45 - \$70 a month and clothing

PASADENA CHILDREN'S TRAINING SOCIETY  
1125 East Del Mar Street, Pasadena 5

Auspices: Pasadena Children's training Society

Capacity: 49 boys and girls, ages 4 $\frac{1}{2}$  - 12 years

Geographical area served: Residents of Pasadena or immediate vicinity given preference

Admission Policies: Children of American, Protestant, white parentage with no serious behavior problems accepted.

Apply to: The institution

Rates: According to ability to pay.

RANCHO SAN ANTONIO  
21000 Plummer Street, Chatsworth

Auspices: Roman Catholic Archdiocese of Los Angeles, directed by Brothers of St. John of God

Capacity: 36 boys, ages 12 - 16 years

Geographical area served: Los Angeles Community Chest and surrounding areas

Admission Policies: No restrictions as to religion, race, or nationality.  
Boys with serious behavior problems not admitted.

Apply to: The institution

Rates: \$50 - \$60 a month and clothing, medical, and incidental expenses.

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MARIN COUNTY (Continued)

SAN FRANCISCO PRESBYTERIAN ORPHANAGE AND FARM (SUNNY HILLS)  
910 Sir Francis Drake Blvd., San Anselmo

Auspices: San Francisco Presbyterian Orphanage and Farm, Incorporated  
Capacity: 105 boys and girls, ages 3 - 18 years  
Geographical area served: San Francisco and Marin Counties  
Admission Policies: Protestant children of white race between the ages of 3 and 12 years, without serious behavior problems admitted.  
Apply to: The institution  
Rates: According to parents' ability to pay.

MENDOCINO COUNTY

THE ALBERTINUM SCHOOL  
West Church Street, Ukiah

Special Services: School through the eighth grade  
Auspices: Dominican Sisters of Mission San Jose  
Capacity: 200 boys and girls, ages 4½ - 16 years  
Geographical area served: Northern California  
Admission Policies: No restrictions as to race or nationality, Catholic children only. Girls over 12 years of age and boys over 14 years not admitted. Children with serious behavior problems not admitted.  
Apply to: Catholic Social Service Agencies, or Probation Officers  
Rates: \$47.50 a month.

RIVERSIDE COUNTY

ST. BONIFACE SCHOOL  
1065 Gilman Street, Banning

Special Services: School through the ninth grade  
Auspices: Catholic Church of the San Diego Diocese  
Capacity: 56 boys and 80 girls, ages 6 - 16 years  
Geographical area served: Not restricted  
Admission Policies: Children between ages of 6 and 14 years without serious behavior problems admitted.  
Apply to: The institution  
Rates: \$40 a month and clothing for the child.

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LOS ANGELES COUNTY (Continued)

VOLUNTEERS OF AMERICA CHILDREN'S HOME (AKA CHILDREN'S HOME)  
501 South Boyle Avenue, Los Angeles

Auspices: The Volunteers of America  
Capacity: 70 boys and girls school age through 12 years  
Geographical area served: Los Angeles Community Chest area  
Admission Policies: Children of white race of any Protestant faith accepted.  
Apply to: The institution  
Rates: According to ability to pay.

VISTA DEL MAR CHILD CARE SERVICE (AKA JEWISH ORPHANS' HOME OF SOUTHERN CALIFORNIA)  
3200 Motor Avenue, Los Angeles, 34

Special Services: Foster home placement for children from infancy to 18 years  
not suited to institution life  
Auspices: A constituent of the Federation of Jewish Welfare Organizations  
Capacity: 110 boys and girls, ages 6 - 17 years  
Geographical area served: Metropolitan Los Angeles area  
Admission Policies: Restricted to Jewish children under 17 years of age  
who can benefit by program.  
Apply to: Intake Department  
Rates: Determined by budgetary study.

WOODLAND HALL  
1741 Kirkby Road, Glendale 8

Auspices: Busy Bee Home Society, Incorporated  
Capacity: 50 boys and girls, ages 6 - 12 years  
Geographical area served: Los Angeles Area primarily  
Admission Policies: Restricted to white Christian Science children, ages 6 years  
- 11 years 6 months, without serious behavior problems.  
Apply to: The institution  
Rates: Information will be furnished by the institution.

MARIN COUNTY

ST. VINCENT'S SCHOOL FOR BOYS  
San Rafael

Special Services: School through second year of high school  
Auspices: St. Vincent's Roman Catholic Orphan Asylum of San Francisco for  
Boys, Incorporated  
Capacity: 350 boys, ages 6 - 16 years  
Geographical area served: San Francisco, Alameda, Contra Costa, Marin, Sonoma,  
San Mateo, Santa Clara, San Joaquin, Napa, Solano,  
Stanislaus, Mendocino, and Lake Counties  
(Archdiocese of San Francisco)  
Admission Policies: Catholic boys of any race or nationality, between the ages of  
6 and 15 years, without serious behavior problems admitted.  
Apply to: Residents of Sonoma, Napa, Contra Costa, Mendocino, Lake, and  
Stanislaus Counties apply to the institution. Residents of all  
other counties apply to local Catholic Social Service.  
Rates: Information will be furnished by the institution.

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SAN BERNARDINO COUNTY

CALIFORNIA JUNIOR REPUBLIC  
Roswell and Edison Streets, Chino

Special Services: Supervision, education and training of pre-delinquent boys  
Auspices: California Junior Republic Association, Incorporated  
Capacity: 120 boys, high school age  
Geographical area served: Not restricted  
Admission Policies: White, American boys for a minimum period of one year,  
preferable at beginning of school semesters, February 1st,  
June 1st, or September 1st.  
Apply to: The institution  
Rates: Information will be furnished by the institution.

CHURCH OF CHRIST CHILDREN'S HOME  
548 West Francis, Ontario

Auspices: Church of Christ Children's Home, Incorporated  
Capacity: 30 boys and 20 girls, ages 5 - 16 years  
Geographical area served: California  
Admission Policies: Children of Protestant faith, white race, without serious  
behavior problems admitted between ages of 3 and 12.  
Apply to: The institution  
Rates: According to ability to pay

KALIFORNIA KIDDIE KOLLEGE  
1963 E Street, San Bernardino

Special Services: Nursery school for pre-school children  
Auspices: A private commercial institution  
Capacity: 13 boys and girls, ages 3 - 8 years  
Geographical area served: San Bernardino primarily  
Admission Policies: Children of any religious faith, without serious behavior  
problems admitted.  
Apply to: The institution  
Rates: Information will be furnished by the institution.

SAN DIEGO COUNTY

BOYS' AND GIRLS' AID SOCIETY OF SAN DIEGO, LIMITED  
4285 Third Avenue, San Diego 3

Auspices: Boys' and Girls' Aid Society, Incorporated  
Capacity: 56 boys and girls, ages 12 - 17 years  
Geographical area served: San Diego County  
Admission Policies: No restrictions as to religion, race, or nationality.  
Children with serious behavior problems not admitted.  
Apply to: The institution.  
Rates: Information will be furnished by the institution.

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SACRAMENTO COUNTYCHILDREN'S RECEIVING HOME OF SACRAMENTO  
2822 X Street, Sacramento

Auspices: Children's Receiving Home, Incorporated  
Capacity: 22 children, girls 2 - 16 years of age, boys 2 - 14 years of age  
Geographical area served: Sacramento County  
Admission Policies: Children of any race, religion, or nationality, who need emergency placement accepted through Sacramento Social Agencies only. No delinquency problems accepted.  
Apply to: Social Welfare Agencies in Sacramento  
Rates: \$1.75 a day paid by placing agency.

SACRAMENTO CHILDREN'S HOME  
2750 Sutterville Road, Sacramento

Special Services: Foster home placement for children under care who are not suited to institution life  
Auspices: Sacramento Children's Home, Incorporated  
Capacity: 65 boys and girls, ages 6 - 14 years  
Geographical area served: Not restricted  
Admission Policies: No restrictions as to religion, race, or nationality. Children with serious behavior problems not accepted.  
Apply to: The institution  
Rates: According to ability to pay.

ST. PATRICK'S HOME FOR BOYS AND GIRLS  
Franklin Blvd. at 38th Avenue, Sacramento

Special services: School through the grammar grades  
Auspices: Roman Catholic Bishop of Sacramento  
Capacity: 50 boys and 50 girls, ages 6 - 16 years  
Geographical area served: Diocese of Sacramento (Sacramento County and all counties north to the Oregon boundary)  
Admission Policies: No restrictions as to religion, race, or nationality. Children between 6 and 14 without serious behavior problems accepted.  
Apply to: Catholic Welfare Bureau, 924 - 11th Street, Sacramento 14  
Rates: Maximum \$45 a month. Private placements according to ability to pay.

STANDFORD LATHROP MEMORIAL HOME  
800 N Street, Sacramento

Auspices: Roman Catholic Bishop of Sacramento  
Capacity: 25 girls of high school age  
Geographical area served: Sacramento area and all points in Northern California  
Admission Policies: No restrictions as to race, color, or creed. Children must be without serious behavior problems.  
Apply to: Catholic Welfare Bureau, 924 - 11th Street, Sacramento  
Rates: \$50 a month. Exceptions made in special cases.

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SAN DIEGO COUNTY (Continued)

THE SAN DIEGO CHILDREN'S HOME ASSOCIATION  
1365 - 16th Street, San Diego 2

Auspices: The San Diego Children's Home Association, Limited

Capacity: 22 boys and 42 girls, school age

Geographical area served: Not restricted

Admission Policies: Children of any religion, race, or nationality accepted  
if placement will be of value to them.

Apply to: The institution

Rates: Public agency rates \$72 and clothing allowance. Private cases based  
on ability to pay.

SAN FRANCISCO COUNTY

EDGEWOOD, THE SAN FRANCISCO PROTESTANT ORPHANAGE  
1801 Vicente Street, San Francisco 16

Auspices: Edgewood, The San Francisco Protestant Orphanage, Incorporated

Capacity: 126 boys and girls, 5 years 9 months - 16 years

Geographical area served: San Francisco County primarily

Admission Policies: White Protestant children without serious behavior  
problems admitted.

Apply to: The institution

Rates: According to ability to pay, usual range \$35 to \$60.

INFANT SHELTER

1201 Ortega Street, San Francisco 22

Auspices: An incorporated non-profit organization

Capacity: 60 boys and girls, ages 3 months - 4½ years

Geographical area served: San Francisco

Admission Policies: No restrictions as to race or creed. Children accepted for  
emergency care only from the San Francisco agencies listed  
below.

Apply to: Family and Children's Agency, Little Children's Aid, Jewish Family  
Service Agency, American Red Cross, and Native Sons and Daughters.

Rates: Established by the referring social agency.

MEI LUN YUEN HOME

740 - 37th Avenue, San Francisco

Auspices: Mei Lun Yuen, Incorporated

Capacity: 9 boys and girls, ages 2 - 12 years

Geographical area served: Not restricted

Admission Policies: Chinese children only

Apply to: The Family and Children's Agency

Rates: \$40 a month minimum.

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SAN DIEGO COUNTY (Continued)

HI HI GUEST RANCH FOR BOYS  
Route 1, Box 155A, Oceanside

Auspices: A private commercial institution  
Capacity: 18 boys, 6 - 16 years of age  
Geographical area served: Southern California  
Admission Policies: At the discretion of the operator. Interview with boys  
and parents required.  
Apply to: The institution  
Rates: \$100 a month for summer  
\$75 a month for school term

NAZARETH HOUSE  
Old Mission  
Rt. 2, Box 200, San Diego

Special Services: Elementary school  
Auspices: Poor Sisters of Nazareth of San Diego, Incorporated  
Capacity: 160 boys and girls, ages 3 - 16 years  
Geographical area served: Counties of San Diego, San Bernardino, Riverside, and  
Imperial, which comprise the Catholic Diocese of  
San Diego  
Admission Policies: No restrictions as to race, religion, or nationality except  
Negro. Boys under 10 years and girls under 11 years with  
no serious behavior problems admitted.  
Apply to: Catholic Welfare Bureau or the institution  
Rates: According to ability to pay. For additional information, apply to  
institution.

SAMUEL T. GILLISPIE WELFARE FOUNDATION (LA JOLLA COTTAGE)  
7623 Girard Street, La Jolla

Auspices: Samuel T. Gillispie Welfare Foundation, Incorporated, and La Jolla  
Kiwanis Club  
Capacity: 13 children, ages 3 - 12 years  
Geographical area served: Primarily La Jolla area  
Admission Policies: No restrictions as to race, religion, or nationality.  
Children over 10 years of age or with behavior problems  
not generally accepted.  
Apply to: The institution  
Rates: According to ability to pay.

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SAN JOAQUIN COUNTY

CHILDREN'S HOME OF STOCKTON  
430 N. Pilgrim Street, Stockton

Auspices: Children's Home of Stockton, Incorporated  
Capacity: 29 girls, 25 boys, ages 6 - 12 years  
Geographical area served: San Joaquin County  
Admission Policies: No restrictions as to religion or nationality. Children with serious behavior problems not admitted.  
Apply to: The institution  
Rates: Information will be furnished by the institution.

SAN MATEO COUNTY

ARCHBISHOP HANNA MEMORIAL CENTER FOR BOYS (AKA HANNA CENTER)  
440 Arbor Road, Menlo Park

Special Services: Relatively long-time care, supervision and treatment of emotionally disturbed boys.  
Auspices: Roman Catholic Archbishop of San Francisco  
Capacity: 24 boys, ages 11 - 14 years  
Geographical area served: Diocese of San Francisco  
Admission Policies: No restriction as to race, religion, or nationality. Boys are not rejected because of behavior problems or delinquencies.  
Apply to: Local offices of Catholic Social Services  
Rates: \$50 a month.

SANTA CLARA COUNTY

HOME OF BENEVOLENCE  
901 South 12th Street, San Jose 12

Auspices: Home of Benevolence, Incorporated  
Capacity: 75 boys and girls, ages 6 - 16 years  
Geographical area served: Not restricted  
Admission Policies: Caucasian children of any nationality or religion accepted. Delinquent children not accepted.  
Apply to: The institution  
Rates: Information will be furnished by the institution.

I.O.O.F. ORPHANS' HOME  
Gilroy

Auspices: Rebekah Assembly, I.O.O.F. of California  
Capacity: 80 boys and girls, ages 2 - 18 years  
Geographical area served: California  
Admission Policies: Orphan children of members of order, without serious behavior problems:  
Apply to: Rebekah Assembly, Odd Fellows Building, 26 Seventh Street, San Francisco 3  
Rates: According to ability to pay.

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SAN FRANCISCO COUNTY (Continued)

PACIFIC HEBREW ORPHAN ASYLUM AND HOME SOCIETY (AKA HOMEWOOD TERRACE, CHILD CARE SERVICE)

11 Homewood Terrace, San Francisco

Special Services: Foster home placement for children not suited to institution life

Auspices: Pacific Hebrew Orphan Asylum and Home Society, Incorporated, a constituent of the San Francisco Federation of Jewish Charities and affiliated with the San Francisco Community Chest

Capacity: 120 boys and girls, ages 6 - 18 years

Geographical area served: San Francisco County. Under special arrangements, children are accepted from the entire Northern California area.

Admission Policies: Jewish children, between 6 and 16 years of age, with minor behavior difficulties only. Children with serious behavior problems treatable within the institution are accepted.

Apply to: Jewish Family Service Agency

Rates: Information will be furnished by the institution.

ROMAN CATHOLIC ORPHAN ASYLUM OF SAN FRANCISCO (AKA MOUNT ST. JOSEPH'S SCHOOL)

1700 Newhall Street, San Francisco 24

Special Services: School through the sixth grade

Auspices: Sisters of Charity of St. Vincent de Paul

Capacity: 235 girls, ages 4 - 18 years

Geographical area served: Northern California

Admission Policies: No restrictions as to religion or nationality. Children under 12 years of age without behavior problems admitted.

Apply to: The institution

Rates: Based on ability to pay. \$62.50 maximum, clothing.

UNIVERSITY MOUND TRAINING SCHOOL FOR GIRLS (AKA CONVENT OF THE GOOD SHEPHERD)

501 Cambridge Street, San Francisco 12

Special Services: Rehabilitation and academic and vocational training of delinquent girls, and protection of those who have been in a dangerous environment.

Auspices: Convent of the Good Shepherd, Incorporated

Capacity: 160 girls, ages 12 - 16 years

Geographical area served: Northern California

Admission Policies: No restrictions as to religion, nationality, or race.

Apply to: Any Catholic Social Service Bureau

Rates: Information will be furnished by the institution.

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ALAMEDA COUNTY

BOOTH MEMORIAL HOSPITAL  
2794 Garden Street, Oakland 1

Auspices: The Salvation Army  
Capacity: 65 girls, 38 babies  
Geographical area served: Not restricted  
Admission Policies: No restrictions regarding race, religion, or nationality.  
Application should be made in time to allow entry six weeks before confinement.

Apply to: The institution

Rates: \$60 a month board and room, \$60 confinement fee. Inability to pay is not a basis for refusal of service.

LOS ANGELES COUNTY

BOOTH MEMORIAL HOSPITAL  
2670 Griffin Avenue, Los Angeles 31

Auspices: The Salvation Army  
Capacity: 50 beds, resident  
Geographical area served: Not restricted  
Admission Policies: No restrictions as to age, race, or religion, except that Catholic girls are referred to Catholic Welfare Bureau. A personal interview is required. Application should be made early enough to allow entrance at least two months prior to the date of confinement. Patients should remain for at least two weeks post-partum care.

Apply to: The institution

Rates: According to ability to pay. Graduated fee from \$50 a month plus \$50 confinement.

LOS ANGELES FLORENCE CRITTENTON HOME FOR UNWED MOTHERS  
234 East Avenue 33, Los Angeles 31

Auspices: Los Angeles Florence Crittenton Home Association, Incorporated  
Capacity: 30 girls, 20 infants  
Geographical area served: Not restricted  
Admission Policies: Protestant girls of any nationality or race except Negro are accepted. Personal application preferred.  
Apply to: The institution  
Rates: \$50 a month for board and room, plus \$35 obstetrical fee for individuals. A flat rate of \$60 a month is made to social agencies making placements.

(Section Continued on Next Page)



XV (Continued)

Page 23 of XV

SANTA CLARA COUNTY (Continued)

MING QUONG HOME  
Los Gatos

Auspices: Board of National Missions of the Presbyterian Church in the U.S. A.

Capacity: 30 girls, ages 5 - 16 years

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion, race, or nationality.

Preference given to girls of Chinese ancestry. Children with serious behavior problems not admitted.

Apply to: Oakland Unit of Ming Quong Home, 51 Ninth Street, Oakland 7

Rates: Average fee is \$50, with clothing and medical expenses extra. Rates may be adjusted in accordance with ability to pay.

TWELVEACRES, INCORPORATED (AKA OUR CHILDREN'S HOME)  
P.O. Box 187, Los Altos

Auspices: Twelveacres, Incorporated

Capacity: 26 boys and girls, ages 6 - 12 years

Geographical area served: Not restricted

Admission Policies: Children must have one parent or guardian who is a student of Christian Science. No behavior problems accepted.

Apply to: The institution

Rates: Information will be furnished by the institution.

SONOMA COUNTY

THE SALVATION ARMY BOYS' AND GIRLS' HOME (AKA LYTTON)  
Lytton

Auspices: The Salvation Army, Incorporated

Capacity: 32 girls, 98 boys, ages 6 - 16 years

Geographical area served: California

Admission Policies: No restrictions as to race, religion, or nationality.

Children over 14 years of age or in the ninth grade or over not admitted. No serious behavior problems accepted.

Apply to: The institution

Rates: \$60 a month, special medical care extra.

(Section Continued on Next Page)

XV (Continued)

Page 26 of XV

ALAMEDA COUNTY

BOOTH MEMORIAL HOSPITAL  
2794 Garden Street, Oakland 1

Auspices: The Salvation Army  
Capacity: 65 girls, 38 babies

Geographical area served: Not restricted

Admission Policies: No restrictions regarding race, religion, or nationality.  
Application should be made in time to allow entry six weeks before confinement.

Apply to: The institution

Rates: \$60 a month board and room, \$60 confinement fee. Inability to pay is not a basis for refusal of service.

LOS ANGELES COUNTY

BOOTH MEMORIAL HOSPITAL  
2670 Griffin Avenue, Los Angeles 31

Auspices: The Salvation Army

Capacity: 50 beds, resident

Geographical area served: Not restricted

Admission Policies: No restrictions as to age, race, or religion, except that Catholic girls are referred to Catholic Welfare Bureau. A personal interview is required. Application should be made early enough to allow entrance at least two months prior to the date of confinement. Patients should remain for at least two weeks post-partum care.

Apply to: The institution

Rates: According to ability to pay. Graduated fee from \$50 a month plus \$50 confinement.

LOS ANGELES FLORENCE CRITTENTON HOME FOR UNWED MOTHERS  
234 East Avenue 33, Los Angeles 31

Auspices: Los Angeles Florence Crittenton Home Association, Incorporated

Capacity: 30 girls, 20 infants

Geographical area served: Not restricted

Admission Policies: Protestant girls of any nationality or race except Negro are accepted. Personal application preferred.

Apply to: The institution

Rates: \$50 a month for board and room, plus \$35 obstetrical fee for individuals. A flat rate of \$60 a month is made to social agencies making placements.

(Section Continued on Next Page)



## MATERNITY HOMES

All of the maternity homes listed herein offer prenatal and confinement care for unmarried pregnant girls, and post-partum care for these girls and their babies for a limited period. These homes also offer assistance to the mother in planning for herself and her child, including referral to licensed child placing agencies if requested. In general, girls with serious behavior difficulties and girls who are not physically and mentally normal are not accepted. Girls who are infected with venereal disease are admitted only to the Ruth Home. (See Page 27.)

SAN DIEGO COUNTY

THE SALVATION ARMY DOOR OF HOPE HOME (AKA COLLIER PARK HOSPITAL)  
2301 Bolinas Street, San Diego 7

Auspices: The Salvation Army

Capacity: 20 girls, any age; 11 babies, newborn

Geographical area served: Not restricted

Admission Policies: No restrictions as to race, religion, or residence.

Applications accepted at any time during pregnancy.

Apply to: Superintendent, 2301 Bolinas Street, San Diego 7

Rates: A small stated fee for room and board, plus a small fee for hospitalization. Ability to pay is not a requisite of admission.

SAN FRANCISCO COUNTY

FLORENCE CRITTENTON HOME, INCORPORATED

376 Twentieth Avenue, San Francisco

Auspices: Florence Crittenton Home, Incorporated

Capacity: 20

Geographical area served: Not restricted

Admission Policies: No restrictions as to age, race, religion, residence or economic status; preference given to younger unmarried girls.

Apply to: The institution - Director of Social Service

Rates: Fees are arranged individually in accordance with ability to pay.

ST. ELIZABETH'S INFANT HOSPITAL, INCORPORATED

100 Masonic Avenue, San Francisco

Auspices: Daughters of Charity of St. Vincent De Paul

Capacity: 46 mothers, 50 infants

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion, race, or nationality.

Apply to: The institution

Rates: Information will be furnished by the institution.



XV (Continued)

Page 27 of XV

LOS ANGELES COUNTY (Continued)

## RUTH HOME

831 North Gilman Road, El Monte

(Los Angeles Office: Room 830, 417 South Hill Street, Los Angeles)

Special Services: Medical treatment and social rehabilitation provided to unmarried mothers, infants, and girls suffering from syphilis and gonorrhea

Auspices: Southern California Protective Society affiliated with Pacific Protective Society

Capacity: 8 beds, 8 bassinets

Age Limit: Infancy - 21 years of age

Geographical area served: California

Admission Policies: No restrictions as to race, religion, or economic status. There must be a definite diagnosis of venereal disease and recommendation for medical care by a licensed physician. Children with minor behavior difficulties accepted.

Apply to: Social Service Office, Room 830, Subway Terminal Building, 417 South Hill Street, Los Angeles

Rates: Depend upon residence and ability to pay.

## ST. ANNE'S MATERNITY HOSPITAL

155 No. Occidental Boulevard, Los Angeles 26

Auspices: Franciscan Sisters of the Sacred Heart

Capacity: 36 girls, 20 babies

Geographical area served: Not restricted

Admission Policies: No restrictions as to age, race, religion, or nationality.

Apply to: The institution

Rates: Minimum \$60 a month.

SACRAMENTO COUNTY

## PENIEL RESCUE HOME (FAIRHAVEN)

4480 - 63rd Street, Sacramento 17

Auspices: Peniel Missions

Capacity: 31 beds

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion, race, or nationality.

Girls must enter at least two months before delivery and remain for three weeks after. No emergency patients admitted.

Apply to: The institution

Rates: \$150 for period of stay in home.

(Section Continued on Next Page)

XVI (Continued)

XVI

be considered for license only when it meets a need not already met and when its program is coordinated with other community welfare services.

#### B. PRIVATE CHILD PLACING AGENCIES

##### Non-Profit and Philanthropic Nature

The agency must be organized and operated on a non-profit and philanthropic basis.

Such an organization must be coordinated with the other social services in the community.

The existence of a social agency is justified only when it meets a definite need not already met, and when its program is coordinated with other community welfare services.

The agency should be a member of or eligible to membership in the council of social agencies of the community in which it operates.

##### Incorporation

The agency should be incorporated under Div. I, Part IV, Title XII of the Civil Code on non-profit corporations.

A corporation is better able to discharge the obligations and assume the responsibilities required for an acceptable standard of child care.

The Articles of Incorporation of an incorporated agency stating the purpose of the agency in broad terms must be filed with the Secretary of State at Sacramento, and copies of the Articles of Incorporation and amendments made thereto must also be filed with the State Department of Social Welfare.

##### Constitution and By-Laws

Regardless of whether the agency is incorporated, a constitution shall be established setting forth the purpose of the organization, and a copy of such constitution and the by-laws shall be filed with the State Department of Social Welfare. The by-laws shall set forth the functions of the corporation and the means whereby the functions are to be carried out.

#### II. GOVERNING BOARD - PRIVATE CHILD PLACING AGENCIES

The constitution of the child placing agency shall provide for control by a responsible governing board.

Practice has indicated that a board of not less than nine members is desirable, and to avoid unwieldiness, a board should generally not exceed twenty-one members.

(Section Continued on Next Page)



LICENSE REQUIRED TO ENGAGE IN CHILD PLACING

No person, association, or corporation shall, without first having obtained a written license or permit therefor from the SDSW or from an inspection service approved or accredited by the department:

- (a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
- (b) Engage in the finding of homes for children under sixteen years of age or place any such child in any home or other place, either for temporary or permanent care or for adoption. (Excerpt Sec. 1620, Welfare and Institutions Code)

Any persons other than a parent or any organization, association or corporation that, without holding a valid and unrevoked license or permit to place children for adoption issued by the SDSW, places any child for adoption is guilty of a misdemeanor. (Sec. 224q, Civil Code)

Any county may apply for, and the State Department of Social Welfare may issue to any county officer or county agency designated by the county making the application, a license under Chapter 1 of part 3 of Division 2 of the Welfare and Institutions Code, to perform the home-finding and placement functions specified in subdivision (b) of Section 1620 of said code, to investigate, examine, and make reports upon petitions for adoption filed in the superior court in that county, to act as a placement agency in the placement of children for adoption, to accept relinquishments for adoption, and to perform such other functions in connection with adoption as the State Department of Social Welfare deems necessary, or to do any of them. (Sec. 225m, Civil Code)

## PART I - ADMINISTRATION

(SECTIONS AS THEY APPLY SPECIFICALLY TO COUNTY ADOPTION AGENCIES OR PRIVATE CHILD PLACING AGENCIES ARE INDICATED)

I. ORGANIZATION

## A. COUNTY ADOPTION AGENCIES

The agency must be designated by the county board of supervisors as the single public agency in the county through which adoption services will be offered. It will

(Section Continued on Next Page)

AFFIDAVIT--MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING  
SERVICES RENDERED UNDER SECTION 2302 OF THE WELFARE AND INSTITUTIONS CODE  
BOARDING HOMES FOR AGEDFrom \_\_\_\_\_ Accredited Agency  
For the Month of \_\_\_\_\_, 19\_\_\_\_ Fiscal Year  
(For State Use Only)CURRENT MONTH

1. Number of valid licenses. \_\_\_\_\_
2. Basis for state Participation. \$ \_\_\_\_\_  
(Number of valid licenses x \$4.00)
3. Administrative Expenses this month. \$ \_\_\_\_\_  
(Col. 9, Form DFA-64A)
4. Amount claimable from state funds. \$ \_\_\_\_\_  
(Lesser amount, either Item 2 or Item 3)

PRIOR MONTHS

<u>Month Covered</u> Col. A	<u>Number of Valid Licenses Not Previously Reported</u> Col. B	<u>Administrative Expense not Previously Reported</u> Col. C	<u>Amount Claimable This Month from State Funds</u> Col. D
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
5. <u>TOTALS</u>	_____	\$ _____	\$ _____
6. Total amount claimable from state funds (Total Item 4 and Item 5, Col. D)		\$ _____	

FOR STATE USE ONLY

7. State share of adjustments. \$ \_\_\_\_\_
8. Total adjusted amount due from state funds. \$ \_\_\_\_\_

STATE OF CALIFORNIA )  
COUNTY OF \_\_\_\_\_ )ss

I, \_\_\_\_\_, being duly sworn, depose and say: That I am the executive officer of the agency accredited and approved by the State Department of Social Welfare to perform inspection and licensing functions under Chapter II, Division 3 of the Welfare and Institutions Code. That I have fully complied with the law, rules and regulations governing these inspection and licensing functions. That the licenses whose names appear on the report hereto attached held valid licenses on the first day of the month for which reimbursement is hereby claimed.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

Title \_\_\_\_\_

I HEREBY CERTIFY, that warrants have been issued, or expenditures otherwise incurred in settlement of the Administrative Expenses reflected in this affidavit.

Signature of County Auditor or other Fiscal Officer \_\_\_\_\_

Executive Officer of the Accredited Agency

Title \_\_\_\_\_

Approved by \_\_\_\_\_  
Chairman, County Board of Supervisors  
(or, if city, by Mayor)FOR STATE USE ONLY

The above claim has been verified against supporting documentary evidence and subject to Field Audit is approved for payment.

\_\_\_\_\_  
Supervisor, Bureau of Claims Accounting

DATE \_\_\_\_\_

Claim Number \_\_\_\_\_ Date Released \_\_\_\_\_ Signature \_\_\_\_\_



AFFIDAVIT--MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING  
SERVICES RENDERED UNDER SECTION 1622 OF THE WELFARE AND INSTITUTIONS CODE  
BOARDING HOMES FOR CHILDREN

From \_\_\_\_\_ Accredited Agency  
For the Month of \_\_\_\_\_, 19 \_\_\_\_\_ Fiscal Year  
(For State Use Only)

CURRENT MONTH

1. Number of valid licenses. \_\_\_\_\_
2. Basis for state participation. \$ \_\_\_\_\_  
(Number of valid licenses x \$4.00)
3. Administrative Expenses this month. \$ \_\_\_\_\_  
(Col. 9, Form DFA-64A)
4. Amount claimable from state funds. \$ \_\_\_\_\_  
(Lessor amount, either Item 2 or Item 3)

PRIOR MONTHS

Month Covered Col. A	Number of Valid Licenses Not Previously Reported Col. B	Administrative Expenses Not Previously Reported Col. C	Amount Claimable This Month from State Funds Col. D
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
5. TOTALS	_____	\$ _____	\$ _____
6. Total amount claimable from state funds (Total Item 4 and Item 5, Col. D)	_____	\$ _____	_____

FOR STATE USE ONLY

7. State share of adjustments. \$ \_\_\_\_\_
8. Total adjusted amount due from state funds. \$ \_\_\_\_\_

STATE OF CALIFORNIA }  
COUNTY OF \_\_\_\_\_ } ss

I, \_\_\_\_\_, being duly sworn, depose and say: That I am the executive officer of the agency accredited and approved by the State Department of Social Welfare to perform inspection and licensing functions under Chapter I, Part 3, Division 2 of the Welfare and Institutions Code. That I have fully complied with the law, rules and regulations governing these inspection and licensing functions. That the licensees whose names appear on the report hereto attached held valid licenses on the first day of the month for which reimbursement is hereby claimed.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

Title \_\_\_\_\_

I HEREBY CERTIFY, that warrants have been issued, or expenditures otherwise incurred in settlement of the Administrative Expenses reflected in this affidavit.

Signature of County Auditor or other Fiscal Officer \_\_\_\_\_

Executive Officer of the Accredited Agency \_\_\_\_\_

Title \_\_\_\_\_

Approved by \_\_\_\_\_  
Chairman, County Board of Supervisors  
(or, if city, by Mayor)

FOR STATE USE ONLY

The above claim has been verified against supporting documentary evidence and subject to Field Audit is approved for payment.

\_\_\_\_\_  
Supervisor, Bureau of Claims Accounting

DATE \_\_\_\_\_

Claim Number	Date Released	Signature
_____	_____	_____

Certified as a Regulation (or  
Regulations) of the

State Dept. of Social Welfare

(Name of State Agency)

Myrtle Williams  
(Signature)

Director

(Title)

September 30, 1949

(Date)



MAIN OFFICE  
SACRAMENTO  
616 K STREET  
14

STATE OF CALIFORNIA

## Department of Social Welfare

MYRTLE WILLIAMS  
DIRECTOR

Sacramento  
September 30, 1949

ADDRESS REPLY TO:

LOS ANGELES OFFICE  
MIRROR BUILDING  
145 SOUTH SPRING STREET  
12

SAN FRANCISCO OFFICE  
GRAYSTONE BUILDING  
948 MARKET STREET  
2

**FILED**

In the office of the Secretary of State  
of the State of California

SEP 30 1949

At 3:30 o'clock P. M.  
FRANK M. JORDAN, Secretary of State  
By *[Signature]* Deputy

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of the regulations issued by the State Department of Social Welfare with Adoption Manual Letter No. 16.

These regulations were adopted by the State Social Welfare Board on September 23, 1949, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Section 103, and are being filed in accordance with Section 11380 of the Government Code.

These regulations were adopted by the State Social Welfare Board to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

*Myrtle Williams*

MYRTLE WILLIAMS, Director  
Department of Social Welfare

468:e65  
Attachments

cc: Mr. Ralph N. Kleps  
Dept. of Professional and Vocational Standards  
Division of Administrative Procedure  
516 Business and Professions Building  
Sacramento, California

MYRTLE WILLIAMS  
DIRECTOR

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE

616 K STREET  
SACRAMENTO 14  
September 30, 1949

WASC 103  
**FILED**

In the office of the Secretary of State  
of the State of California

SEP 30 1949

At 3:30 o'clock P. M.  
FRANK M. JORDAN, Secretary of State  
By *[Signature]* Deputy

ADOPTION MANUAL LETTER NO. 16

The attached revisions numbered 77 through 90 are to be entered in your copy of the Adoption Manual and the revision numbers canceled on the inside of the Manual cover.

These revisions were adopted by the Social Welfare Board on September 23, 1949, and are effective October 1, 1949.

Sec. 2040-00 as revised requires the SDSW to appear in court and to recommend a suitable plan for the child in certain specified cases. Sec. 2140-00 as revised specifies that if the recommendation to the court is denial or if the petitioners withdraw their petition or have it dismissed but the parents consent is unrevoked, the SDSW or public adoption agency shall appear before the court to represent the child. Sec. 2340-00 as revised specifies that in such case the agency shall make a further recommendation of a suitable plan for the child.

Sec. 2200-00 now provides that the parent may withdraw his consent to the adoption only with court approval. Because of this change in law, the statement that the parents should be given full information on the binding nature of the consent and the necessity for court approval before it can be withdrawn has been added to Sec. 2275-00. Sec. 2265-00 as revised sets forth procedure in cases of withdrawal of consent.

Sec. 2210-00 has been revised to provide that the consent of a parent is not necessary if he has been judicially deprived of the custody and control of the child by order of the Juvenile Court in accordance with W&IC 701, 720, 775-786, or by similar order of a court of another jurisdiction, or if the parent has in a judicial proceeding in another jurisdiction voluntarily surrendered his right to custody and control of the child.

Sec. 2245-00 as revised provides that a relinquishment or surrender to an agency outside California, to be acceptable in California, must have been executed in accordance with the laws of that state or country.

Sec. 2480-00, Material to be Submitted to SDSW, has been revised with respect to case material regarding the child in the relinquishment program.

The provision that the SDSW will maintain a central file of applications and of approved homes has been deleted from Sec. 2490-00.

New Sec. 2476-00 outlines procedure for completing the adoption.



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2118-00 (Continued)

2118-00

adoption. It therefore recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be denied."

or

"In view of the foregoing facts, the State Department of Social Welfare finds that the home of the petitioners is suitable, but that it has been unable to determine that the child is a proper subject for adoption. It therefore recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be denied."

- (b) If the investigation has been completed and the adoption appears to be socially desirable but there is some obstacle which cannot be cleared at the time, denial may be made without prejudice.

Example:

"In view of the foregoing facts, the State Department of Social Welfare finds that the home of the petitioners is suitable but that the minor is not legally free for adoption. It therefore recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be denied without prejudice to the petitioners."

2120-00 COURT REPORT - AGENCY ADOPTIONS

2120-00

The agency shall file a report to the court on every petition in which it joins. Since the fact that it has made the placement and joined in the petition signifies its approval of the home, the report may be a brief one, covering the identity and background of the child, the date of the relinquishment or relinquishments to the agency, brief statements about each petitioner, and a statement that the agency approves and consents to the adoption. See Sec. 2122-00, Outline for Court Report by Adoption Agency Placing Child and Joining in Petition.

The following documents should be filed with the court report:

1. Relinquishments - originals
2. Acknowledgment by the SDSW
3. Waiver and approval of the SDSW.

The law requires that a copy of the court report shall be sent to the attorney for the adopting parents. It is not necessary to attach copies of the documents.



2118-00 (Continued)

2118-00

(e) If any other legal point is left for the court's determination.

Example:

"In view of the foregoing facts, the State Department of Social Welfare finds that the home of the petitioners is suitable and that the minor is a proper subject for adoption if no further consent is necessary. It therefore gives its consent and recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be granted, provided the court finds that the minor has not been legitimated under the provisions of Sec. 230 and that the natural father's consent is not necessary."

### 3. Denial

The basis for the denial should be carefully outlined in the Summary paragraph.

(a) If there is any question as to the suitability of the home, if the child is not a proper subject for adoption, or if the investigation is incomplete in any respect,

Example:

"In view of the foregoing facts, the State Department of Social Welfare recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be denied."

or, if the consent of the SDSW is necessary:

"In view of the foregoing facts, the State Department of Social Welfare refuses to give its consent to the adoption of \_\_\_\_\_ by \_\_\_\_\_ and \_\_\_\_\_ and recommends that the petition be denied."

or

"In view of the foregoing facts, The State Department of Social Welfare finds that the home of the petitioners is not suitable and recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be denied."

or

"In view of the foregoing facts, the State Department of Social Welfare finds that the home of the petitioners is suitable but that the child is not a proper subject for

(Section Continued on Next Page)

Consent of Parents to Adoption

The following provisions refer to the fact of consent, and apply both to the consent used in independent or stepparent and to the relinquishment used in agency adoptions.

- A. A legitimate child can not be adopted without the consent of its parents if living.
- B. An illegitimate child can not be adopted without the consent of his or her mother if living. (Sec. 200, 224, Civil Code)
  1. A child born to a married woman is presumed to be legitimate, but there may be judicial determination that the mother is entitled to sole custody. (Secs. 193, 195, 231, Civil Code) See Sec. 2290-00, Sole Custody, Consent or Relinquishment.
  2. The consent of the father of a child born out of wedlock is necessary if the father has adopted it as provided for in Sec. 230, Civil Code.
  3. When a child born out of wedlock is legitimated by the subsequent marriage of the natural parents, as provided in Sec. 215 of the Civil Code, the consent or relinquishment by the father will be necessary under the following circumstances:
    - a. When the placement has been made independently, the father's consent will be necessary if the parents marry prior to the granting of the order of adoption by the court.
    - b. When the placement has been made by a licensed adoption agency, the father's relinquishment will be necessary if the marriage occurs before the mother's relinquishment is filed with the SDSW.

(Section Continued on Next Page)



A. Consent:

A consent to adoption, which is an essential part of each independent or stepparent adoption, is a statement in writing signed by the natural parent that he gives his full and free consent to the adoption of his child by specified petitioners whose names appear on the consent form which he signs. Once signed, it may be withdrawn only with the approval of the court. The signing of consent does not however finally terminate his rights to, nor responsibility for, the child, nor does it transfer custody of the child to the petitioners.

B. Relinquishment:

The relinquishment, which is an essential part of each agency adoption is a statement in writing signed by the natural parent that he relinquishes the child to a specified licensed adoption agency for placement for adoption. The agency, in accepting relinquishment, assumes full responsibility for the child, selects the adoptive home, places the child, and joins in the petition for adoption. When the relinquishment is accepted by the agency and filed with the State Department of Social Welfare, the parents' rights to, and responsibility for, the child are terminated. The natural parents need not know the names of the adoptive parents, and do not consent to the adoption.

C. Specific Responsibility of State Department of Social Welfare

To give its consent in all cases in which the consent of the father or mother of the child has been signed and notarized outside the State of California.

D. Time Limit for Investigation

The investigating agency is allowed 180 days from the date of the filing of the petition within which to make its investigation and report to the court. The court may grant additional time for the filing of the report. (Sec. 226, paragraph 5, Civil Code)

E. Service Which May Be Rendered Prior to Filing of Petition

Prior to receipt by the SDSW of notification of pendency of an adoption petition in a county, the SDSW and the public adoption agency have no legal obligation to render any service on an adoption matter. In actual practice, however, they can give considerable service to natural parents, prospective adoptive parents, attorneys, physicians and other interested persons. Contacts with such persons are generally limited to office interviews or through correspondence. An opportunity is given in these instances to interpret the adoption program and the principles of child care and placement. A pamphlet summarizing the principle provisions of the Adoption Law is available for distribution. A form for guidance in preparing petitions for adoption may be given to petitioners or their attorney upon request.

2050-00 AGENCY ADOPTIONS - THROUGH RELINQUISHMENTA. Legal Basis

The general provisions of the Adoption Law apply to agency adoptions. Specific provisions applying only to agency adoptions appear in Sections 224m, 225m, and 226, paragraph 5 of Civil Code.

B. Responsibility of Agency

1. To accept relinquishments of children for adoption.
2. To find homes for children relinquished for adoption.
3. To place children in approved homes for adoption.
4. To join with the adopting parents in the petition for adoption.

C. Responsibility of SDSW in Agency Adoptions

1. To license and supervise administration of adoption agencies.
2. To accept relinquishments for filing.
3. To file a report to the court or to issue a waiver of further report.

For detailed information see Chapter on Agency Adoptions - Relinquishments.



2030-00 TYPES OF ADOPTION

2030-00

Provision is made in the law for four types of adoption: (1) independent, in which the child is placed by the parent, who consents to the adoption by the specific individuals; (2) agency, in which the child is relinquished by the parents to a licensed adoption agency and is placed by the agency; (3) stepparent, in which a stepparent adopts and one natural or adoptive parent retains custody and control of the child; and (4) adoption of an illegitimate child by the natural father.

2040-00 INDEPENDENT ADOPTIONS

2040-00

A. Legal Basis

Section 226 of the Civil Code sets forth the basic statutory framework under which the State Department of Social Welfare and public adoption agencies are given responsibility for the investigation of "independent" adoptions.

B. Specific Responsibilities of State Department of Social Welfare and Public Adoption Agency

1. To ascertain whether the child is a proper subject for adoption.
2. To ascertain whether the proposed home is suitable for the child.
3. To submit to the court a full report of the facts disclosed by its inquiry, with a recommendation regarding the granting of the petition. (Sec. 226, paragraph 4, Civil Code)
4. To submit to the attorney for the petitioner in the proceedings, if the petitioner has an attorney, or to the petitioner, a copy of any report or findings submitted to the court. (Sec. 226, paragraph 6, Civil Code)
5. To witness the signature to the consent to adoption by the natural parent or parents residing in California on a form prescribed by the SDSW. (Sec. 226, paragraph 1, Civil Code)
6. To give its consent in all cases in which the consent of the natural parent or parents is not necessary, if it finds that the child's welfare will be promoted by the adoption.
7. To recommend a suitable plan for the child and to appear before the court to represent the child:
  - (a) If the parents have not withdrawn consent but the petitioners do not wish to proceed with the adoption and wish to have the adoption petition dismissed.
  - (b) If the SDSW or county agency recommends that the petition be denied.
8. To submit a full report to the court and to appear before the court to represent the child at the hearing if the natural parent petitions the court for permission to withdraw consent.

(Section Continued on Next Page)

2150-00 APPEAL - INDEPENDENT ADOPTION

2150-00

A. Appeal may be filed in the Superior Court of the county in which the petition is filed. (Sec. 226, paragraph 9, Civil Code)

1. By the natural parent or parents, or
2. By the petitioners.

B. Grounds for appeal are:

1. Failure or refusal of the State Department of Social Welfare or county adoption agency, within 180 days from the date of the filing of the petition, or the expiration of any extension of time granted by the court, to accept the consent of the natural parent or parents; or
2. Failure or refusal of the State Department of Social Welfare or county adoption agency to give its consent to an adoption in those cases where its consent is required.

C. The procedure is as follows:

1. The clerk of the court shall immediately notify the State Department of Social Welfare of such appeal.
2. The State Department of Social Welfare or county adoption agency shall file a report of its findings and the reason for its failure or refusal to consent or to accept the consent of the natural parent. A copy of the report must be sent to the attorney for the petitioners, or if they have no attorney, to the petitioners. If there is no further information to add to the full report already filed, the report can be a statement that there is no new information and that the recommendation of the State Department of Social Welfare or county adoption agency is based on the findings contained in the final report.
3. After the filing of the findings of the State Department of Social Welfare or county adoption agency the court may, if it deems that the welfare of the child will be promoted by the adoption:
  - (a) Allow the signing of the consent by the natural parent or parents in open court.
  - (b) If the appeal is from the refusal of the State Department of Social Welfare or county adoption agency to consent, grant the petition without such consent.



2140-00 COURT APPEARANCE

2140-00

A. Appearance

The person or persons desiring to adopt a child and the child proposed to be adopted must appear before the court. (Secs. 227 and 227aa, Civil Code)

Exception

Provision is made for exception if the adoptive parent is commissioned or enlisted in the military service or auxiliary thereof of the United States, or any of its allies, or in the American Red Cross, and appearance is impossible or impractical. In such cases appearance may be made for such person by his or her counsel, commissioned and empowered in writing to do so. (Sec. 227, Civil Code)

B. Examination by Court

The court must examine all persons appearing before it, each separately. When appearance is made by counsel, the court may, in its discretion, cause such examination of the adoptive parent, other interested party, or witness to be made upon deposition, as it deems necessary. (Sec. 227, Civil Code)

C. Agency Representation

There is no legal requirement that the investigating agency or agency making the placement shall have a representative in court if the recommendation is approval, and it is not customary to be so represented, except upon request of the court, the petitioners, or their attorney.

If the recommendation is denial, or if the petitioners withdraw their petition or have it dismissed but the parents consent is unrevoked, the law provides that the SDSW or public adoption agency shall appear before the court to represent the child.

2145-00 ACTION TO GRANT THE ADOPTION

2145-00

- A. If the court is satisfied that the interests of the child will be promoted by the adoption, the party or parties adopting shall execute or acknowledge an agreement in writing that the child shall be treated in all respects as a lawful child of the party or parties.

In those cases where the adopting parent is permitted to appear by counsel the agreement may be executed and acknowledged by such counsel for such absent parent or may be executed by such absent parent before a notary public or any other person authorized to take acknowledgments, including the persons authorized by Sections 1183 and 1183.5 of the Civil Code. (Sec. 227, Civil Code) The court shall thereupon make an order awarding the custody of the child to the adopting parent or parents. (Sec. 227, Civil Code)

- B. The petition, relinquishment, agreement and order, and any power of attorney and deposition must be filed in the office of the county clerk and shall not be open to inspection by any person other than the parties to the action and their attorneys, and the State Department of Social Welfare, except upon the written authority of the judge of the Superior Court. (Sec. 227, Civil Code)

## 2210-00 ACTIONS IN LIEU OF CONSENT OR RELINQUISHMENT BY PARENTS

2210-00

- A. The consent of the father is not necessary if the custody of any legitimate child has, by any judicial decree, been given to the mother, and the father for a period of one year shall wilfully fail to pay for the care, support, and education of such child when able to do so. The mother alone may consent to such adoption, but only after the father has been personally served with a copy of a citation requiring him to appear at the time and place set for the appearance in court under Sec. 227 of Civil Code; if the father can not be located for personal service, the same may be made by publication as provided for the publication of summons in Sec. 413 of the Code of Civil Procedure. (Sec 224, Civil Code)
- B. The consent of the parent or parents is not necessary under the following circumstances:
1. If the father or mother of any child has been judicially deprived of the custody and control of the child by order of the Juvenile Court, declaring the child to be free from the custody and control of either or both of his parents as provided in Secs. 701, 720, 775 - 786, Welfare and Institutions Code; or by similar order of a court of another jurisdiction, pursuant to the law of that jurisdiction; or if the father or mother has in a judicial proceeding in another jurisdiction voluntarily surrendered his right to custody and control of the child in accordance with the laws of that jurisdiction. (See Sec. 2620-00, Legal Status of Child.) (See Sec. 224-1, Civil Code)
  2. If the father or mother of any child has deserted the child without provision for its identification. (Sec. 224-2, Civil Code)
  3. If the father or mother of any child has relinquished the child for adoption as provided in Sec. 224m of Civil Code to a licensed adoption agency in California, or to a licensed or authorized child placing agency in another jurisdiction. (Sec. 224-3, Civil Code)
  4. If the father or mother, whose consent is otherwise required, has been declared by a court of competent jurisdiction of this or any other state to be feeble-minded or insane, if the State Director of Institutions or the superintendent of the state hospital of which, if any, the father or mother, is an inmate or patient, certify that the father or mother, will not be capable of supporting or controlling the child in a proper manner. (Sec. 224-4, Civil Code; see Form Adop M50, Certificate by Supt. State Hospital in Lieu of Consent.)

(Section Continued on Next Page)



2205-00 (Continued)

2205-00

C. An Adopted Child. In the event that an adopted child again becomes the subject for adoption, the consent of the adoptive parents is necessary to the new adoption but the consent of the child's natural parents is not necessary in such cases.

D. Consent or Relinquishment by a Parent Who is a Minor.

1. A parent who is a minor shall have the right to sign a consent for the adoption of his or her child, and such consent shall not be subject to revocation upon such parent's reaching his or her majority. (See Sec. 226, Paragraph 9, Civil Code)
2. The consent of the parents of such parent who is a minor is not necessary to the adoption.

E. Consent of Parent in Prison.

(See Sec. 2370-00 for instructions regarding interviewing and taking consent.)

2245-00 (Continued)

2245-00

and, in such case, the consent of the SDSW will also be necessary but such consent shall not be necessary where the adoption is by a stepparent and one natural parent retains custody and control of the child. (Sec. 226, paragraph 8, Civil Code; AGO 7861, 8548, 9116)

If the consent is signed before a notary in another state it is necessary to have attached to the consent a certificate from the clerk of a court of record of the county or district where such acknowledgment is taken that the officer certifying to the same is authorized by law to do so, and that the signature of said officer to such certificate is his true and genuine signature. (Sec. 1189, Civil Code; AGO 7861)

Parent in Military Service: If the parent of a child to be adopted is in military service outside the State of California, his consent may be signed before his commanding officer in accordance with the provisions of Sec. 1183.5, Civil Code. (See Appendix 13--Proof and Acknowledgment of Instruments, Sec. 1183.5, Civil Code)

#### B. Relinquishment:

##### 1. To an agency in California

A relinquishment to an agency in California must be signed before two subscribing witnesses and acknowledged before an authorized official of the licensed adoption agency accepting the relinquishment.

##### Exceptions:

Non-residents: If the parent relinquishing the child is outside the State of California at the time of signing relinquishment, it may be signed before a notary public on a form prescribed by the agency and previously signed by an authorized official of the agency signifying the willingness of the agency to accept the relinquishment. (Sec. 224m, Civil Code)

Parent in Military Service: If the parent of a child is in military service outside the State of California, his relinquishment may be signed before his commanding officer in accordance with the provisions of Sec. 1183.5, Civil Code. (See Appendix 13--Proof and Acknowledgment of Instruments, Sec. 1183.5 Civil Code)

##### 2. To an agency outside California

A relinquishment or surrender to an agency outside California, to be acceptable in California, must have been executed in accordance with the laws of that state or country.

See Sec. 2250-00 for instructions regarding witnessing signature by mark.



2240-00 CONTENT OF CONSENT OR RELINQUISHMENT

2240-00

A. Consent:

It is desirable, before filling out the consent form, to have at hand a copy of the petition for adoption and a copy of the child's birth certificate in order that complete and accurate information may be recorded on the consent before signature.

It is the responsibility of the agent taking the consent to see that the full names of the petitioners appear on the consent at the time the parent signs the forms. The information shall be made available to her and she shall not be prevented from reading the names on the consent. The agent shall not refuse to witness the consent even though the parent may not choose to read the names.

When the birth certificate and petition for adoption, or either of them, is not available at the time the consent is signed by the parent, it is advisable to have the parent fill in the information required.

B. Relinquishment:

Information on the relinquishment for the parents' signature may be taken from the child's birth certificate or the hospital record.

The name of the agency to which the child is being relinquished shall appear on the form when it is executed by the parent.

2245-00 WITNESSING CONSENT OR RELINQUISHMENT

2245-00

A. Consent

1. In an independent adoption the consent of the parent must be signed in the presence of an agent of the SDSW or of a licensed public adoption agency. (Sec. 226 Civil Code) It is recommended that the signature of the natural parent be witnessed by another person also, if possible.
2. In an adoption by a stepparent, where one natural or adoptive parent retains his or her custody and control of the child, the consent of either or both parents must be signed in the presence of a county clerk or probation officer of any county of the state. (Sec. 226, paragraph 7, Civil Code)

Exceptions:

Non-residents: If the father or mother of a child to be adopted is outside the State of California, at the time of signing consents, his or her consent may be signed before a notary or other person authorized to perform notarial acts,

(Section Continued on Next Page)

A. Consent

Every consent is actually conditional at the time it is signed, dependent on the results of the investigation and the recommendation of the SDSW or county adoption agency and on the parents' continued willingness to have the adoption completed although they may withdraw consent only with court approval. It may contain no conditional provisions, however, for retaining any rights by the parents after the adoption is consummated.

B. Relinquishment

If relinquishment of a legitimate child is not taken from both parents at the same time, it should be made clear to the parent signing first that the relinquishment will not be accepted as valid until the child is also relinquished by the other parent or proper action in lieu of relinquishment is completed.

A. Consent1. To be Signed After Filing Petition

Since the SDSW or the public adoption agency has no jurisdiction until the petition has been filed, consent should not be signed before notification of the pendency of the action is received from the county clerk. Consent properly executed by a parent who is outside the state at the time of signing may be filed with the petition.

2. Not to be Signed in Hospital

The consent of the natural mother shall never be witnessed by an agent of the SDSW or public adoption agency while the natural mother is still in the hospital or maternity home after confinement for the birth of her child. The mother should have sufficient time to recover physically and emotionally from the experience of childbirth before making her decision and signing the consent.

3. Relationship to Investigation

There is no legal requirement regarding the time at which a consent shall be taken during the investigation. If it is possible, however, a sufficient investigation of the case should be made to determine the advisability of the adoption before the consent is signed. It will sometimes be necessary to take the consent from the natural parent or parents before the investigation is begun or very early during it.

(Section Continued on Next Page)



2260-00 (Continued)

2260-00

- C. In an agency adoption the relinquishment to an adoption agency shall be of no effect whatsoever until a certified copy is filed with the State Department of Social Welfare, after which it may be rescinded only by the mutual consent of the parties. (Sec. 224m, Civil Code)

If there is question of the child's adoptability, the agency may postpone filing the relinquishment with the State Department of Social Welfare until a determination of adoptability can be made.

2265-00 WITHDRAWAL OF CONSENT OR RELINQUISHMENT

2265-00

A. In Independent Adoptions

The consent of the natural parents to the adoption of their child, if executed in accordance with the law, may not be withdrawn by them except with court approval. Request for approval of withdrawal may be made by motion, or the parent may file with the superior court in which the petition for adoption is pending a petition in writing setting forth the reasons for withdrawal of consent.

No filing fee is required for such a petition.

The clerk of the court shall set the matter for a hearing and shall give notice of the hearing to the State Department of Social Welfare, the persons petitioning to adopt the child, and the natural parents.

"The State Department of Social Welfare or the licensed county adoption agency shall, prior to the hearing ... file a full report with the court and shall appear at the hearing to represent the interests of the child.

"At the hearing, the parties may appear in person or with counsel. The hearing shall be held in chambers, but the court reporter shall report the proceedings and his fee therefor shall be paid from the county treasury on order of the court. If the court finds that withdrawal of the consent to adoption is reasonable in view of all the circumstances, and that withdrawal of the consent will be for the best interests of the child, the court shall approve the withdrawal of the consent; otherwise the court shall withhold its approval.

"Any order of the court granting or withholding approval of a withdrawal of a consent to an adoption may be appealed from in the same manner as an order of the juvenile court declaring any person to be a ward of the juvenile court." (Sec. 226a, Civil Code)

B. In Agency Adoptions

The relinquishment to the agency does not become final and binding until it is filed with the SDSW, and may be withdrawn at any time prior to the filing. After it is filed with the SDSW it may be rescinded only by the mutual consent of the parents surrendering the child and the agency accepting him for adoption placement.

2280-00 REFUSAL TO CONSENT OR RELINQUISH

2280-00

1. Independent Adoption

The parent or parents of a child who are unwilling to consent to its adoption may sign a formal refusal to consent, witnessed by an agent of the department or county adoption agency (Form Adop M20, Adop M23). This is not a requirement, however, and the parent or parents' signed statement in a letter or otherwise, or a verbal statement to the agent of the department or county adoption agency may be accepted as evidence of unwillingness to consent to the adoption.

2. Agency Adoption - (Relinquishment)

No formal refusal to relinquish a child is necessary. The parent entitled to custody of the child may refuse to accept agency service and may remove the child from care at any time.



2275-00 (Continued)

2275-00

4. Process and Discussion

The parents should be given full information on the binding nature of the consent and of the necessity for court approval before it can be withdrawn.

It should be explained to them, however, that the taking of consent by the State Department of Social Welfare or public adoption agency does not necessarily mean that it will approve the adoption; that it will be approved only if the investigation indicates that the adoption is for the child's best interests; that it is necessary for the parents to keep the SDSW or public adoption agency informed of their whereabouts in order that they may assist in making other plans for the child if necessary; that neither their rights to, nor responsibilities for, the child are finally terminated by signing consent.

Consent should not be signed unless the parent is giving full and free consent to the adoption. If the parent seems to be in doubt, the agent should suggest that she take further time to make up her mind before signing. While the consent may be withdrawn by the parent with court approval prior to the court order granting adoption, the agent should help the parent recognize that in fairness to all parties the execution of the consent should represent as nearly as possible a final decision.

B. Relinquishment

Relinquishment should be taken only after the mother has had time to recover physically and emotionally from her confinement, and when possible, by the worker who has established a relationship with her,

Before relinquishment is signed by the parent or parents the agency shall explain to them the nature of the relinquishment and its finality when it is once filed with the SDSW, but they should be informed that they may change their decision at any time prior to the filing, and that the agency may also change its decision to accept relinquishment.

2290-00 SOLE CUSTODY CONSENT OR RELINQUISHMENT

2290-00

The statement of the person signing consent or relinquishment that she is entitled to sole custody of the child is prima facie evidence of the right of the person to the sole custody of the child, and such person's sole right to consent or relinquish. It is not conclusive evidence of that fact, however, and may be refuted by other verified information.

When there is a presumptive father or more than one presumptive father of the child, consent or relinquishment, as the case may be, must be obtained from the presumptive father or fathers unless a court order is obtained refuting the presumption of legitimacy.

When there is no consent or relinquishment from the presumptive father or fathers and no court action has been taken to refute the presumption of legitimacy, a recommendation of approval can not be given. Procedure in such cases will be as follows:

- A. In an independent adoption as soon as the investigation indicates that there may be a question regarding the legal status of the child and that the mother desires to consent as having sole custody, there shall be an immediate clearance with the attorney calling to his attention the necessity for some action to clear parental relationship. The advantage of having this determination precede the final report shall be discussed with him, i.e., that there be no delay or possible cloud on the adoption. It is also important to have this discussed at an early point in the investigation, as only the mother or father may question the parental relationship and the attorney will wish to take action while the parent is available. (AGO 7948, NS 3778)

It is preferable that a copy of the court order determining paternity or overcoming the presumption of legitimacy be submitted before the final report is filed so that a definite recommendation of approval can be made by the department or county adoption agency.

If such an order has not been obtained, however, conditional approval may be given in the court report if the attorney states that he will have a hearing on the question prior to the adoption hearing and the facts disclosed by the investigation by the department or county agency support the mother's claim that she is entitled to sole custody.

- B. In an Agency Adoption the child should not be placed in an adoptive home until it is legally free for adoption.



2285-00 FAILURE OR REFUSAL TO ACCEPT CONSENT - INDEPENDENT ADOPTION 2285-00

If for a period of 180 days from the date of filing the petition, or upon the expiration of any extension of time granted by the court, the department or the licensed county adoption agency fails or refuses to accept the consent of the natural parent or parents to the adoption; or if the department or agency fails or refuses to file or give its consent to an adoption in those cases where its consent is required, either the natural parent or parents or the petitioners may appeal from such refusal to the Superior Court of the county in which the petition is filed.  
(Sec. 226, Paragraph 9, Civil Code)

A. Birth Information

The agent shall obtain and review the birth certificate as soon as possible and shall compare the name, date, place of birth, and names of parents with information obtained from the parents, the petition and the questionnaire. Discrepancies shall be reconciled if possible and those which can not be reconciled shall be reported in the narrative and in the court report.

If the investigation discloses that the child's birth was not registered within one year after birth, the agent may accept in lieu of the birth certificate other verifications of the identity of the child, such as a baptismal certificate, hospital record, other documentary evidence, or affidavits of persons having knowledge of the time and place of the birth of the child.

In such a situation the agent should suggest to the petitioners or their attorney that they wait until after the adoption is granted and file an application for delayed registration of birth. This should be filed in the new name of the child, giving the name of the adoptive parents as the natural parents and making no reference to the fact that an adoption has occurred.

If the child is foreign born, the agent shall obtain all possible information regarding entry into this country from the parents and/or the petitioners. (See Sec. 2690-00, Citizenship or Legal Entry)

B. Medical Reports and Examinations

The agent shall obtain reports from the physician attending the birth of the child and from the pediatrician, hospital, clinic, or other physician currently attending the child. (See Sec. 2655-00, Acceptable Medical Reports, and Sec. 2660-00, Health)

C. Psychometric and Psychiatric Reports

Psychometric and/or psychiatric examinations shall be required if observation of the child or information obtained regarding undesirable or questionable background indicates it, or if the child's background is unknown. (See Sec. 2680-00)

D. The Child's Development

The agent shall obtain the developmental history of the child (physical, mental, social) from natural parents, physicians, petitioners, institutions, school, etc., as indicated. If clearance is made with a school, utmost caution should be used in obtaining it and in discussing the information with the petitioners. If clearance seems advisable, it should be initiated only after discussion with the supervisor. The agent shall observe the child and talk with him and shall

(Section Continued on Next Page)



## 2340-00 FINDINGS AND RECOMMENDATIONS FOLLOWING THE STUDY

2340-00

- A. The recommendation shall be approval if the findings of the agency disclose:
1. That adoption is for the child's best interest and future welfare; or
  2. That adoption will provide legal protection not otherwise available for the child, and for this reason should be recommended, although unfavorable recommendation might otherwise be made on basis of the facts disclosed; or
  3. That favorable factors involved (taking into consideration the length of time the child has been in the home, and the probable damage to the child by removal from the home) outweigh other unfavorable factors in the situation and merit recommendation of petition.
- B. The recommendation shall be denial if the findings of the agency disclose:
1. That the child is not adoptable at the time or that its adoptability cannot be determined.
  2. That adoption is not for the best interest of the child.
- C. The agency shall make a further recommendation of a suitable plan for the child:
1. If it recommends that the petition be denied.
  2. If the petitioners desire to withdraw their petition or dismiss the proceeding in which the parents' consent has not been revoked.

2476-00 (Continued)

2476-00

- C. When the SDSW receives notice from the county clerk that the petition has been filed, it will send to the agency in duplicate its approval of the adoption.  
(Form AD 12, Report of SDSW)
- D. The agency shall file its report to the court attaching:
1. The original relinquishment
  2. The acknowledgment by the SDSW of the filing of the relinquishment.  
(Form AD 11, Acknowledgment of the Filing of an Adoption Relinquishment.)
  3. The waiver of the SDSW (Form AD 12, Report of SDSW.) (See Sec. 2122-00.)
- E. The agency shall complete and forward to the SDSW the individual record card,  
Form Adop M42.



2476-00 COMPLETING THE ADOPTION

2476-00

- A. At the conclusion of the supervisory period the agency should furnish the attorney for the adopting parents with the following information to be included in the petition:

Petitioners

1. Complete names of petitioners and address.
2. Statement that petitioners are ten years older than minor.
3. Petitioners are residents of \_\_\_\_\_ County and State of California.

Child

1. Name by which the child is known and name as shown on birth certificate.
2. Name by which the child will be known upon completion of adoption.
3. Date of birth.
4. Place of birth.
5. If the child is twelve years of age or over, the fact that he consents to his adoption.

Parents

1. Statement of whether the child was born out of wedlock or in wedlock.
2. The child was relinquished to \_\_\_\_\_ Agency by the mother on \_\_\_\_\_ (date) \_\_\_\_\_ and by the father (if his relinquishment is necessary) on \_\_\_\_\_ (date) \_\_\_\_\_.
3. Action in lieu of relinquishment:
  - (a) If the parent is deceased, the date and place of death.
  - (b) If the parent has been deprived of custody and control (Section 701, Juvenile Court), the date and place of court order.
  - (c) If the relinquishment is not necessary according to Civil Code Section 224, paragraph 4, set forth the facts.
  - (d) If the child is a foundling, set forth the facts.

- B. At the same time, the agency shall notify the SDSW that it approves the completion of the adoption and will join with the adopting parents in the petition to the court. (Form AD 533, Request for SDSW Waiver and Approval.)

(Section Continued on Next Page)

2490-00 REQUIREMENTS APPLICABLE TO COUNTY ADOPTION AGENCIES ONLY

2490-00

A. Placement of Relinquished Children

The county agency shall accept for service in the adoption program only children living in the county of application at the time of requesting service.

Ordinarily the agency shall place children relinquished to it only in approved homes in that county, but under certain circumstances it may be desirable for the child to be placed in another county or area of the state. In those instances placement may be arranged through a state-wide adoption agency or another county adoption agency. These cases shall be cleared through the SDSW.

The county agency shall accept applications only from individuals who are residents in that particular county.

B. Investigation of Independent Adoptions

The agency shall have responsibility for the investigation of independent adoption petitions filed in that county and referred by the SDSW and shall give reciprocal service on adoption cases to the SDSW or other county adoption agencies.



A. Case Material Regarding the Relinquishment Program1. The Child

- (a) Notice of initial acceptance of child by the agency, whether for study or for care.
- (b) In public agency adoptions, a notice, to be submitted in duplicate, of taking relinquishment, giving name of child, name of parent signing, date signed, and the date on which it is estimated that reimbursement for cost of care should begin.
- (c) A certified copy of the relinquishment or notice of procedure in lieu of relinquishment accompanied by face sheet on the child.
- (d) Notification of placement for adoption or replacement which shall show the name of the child placed, date of placement, and the names of the couple with whom the child is placed.
- (e) At the conclusion of the supervisory period, notice that the agency approves the completion of the adoption and will join with adopting parents in the petition to the court.
- (f) In public agency adoptions, a notice, to be submitted in duplicate, of termination of care other than by placement for adoption, of children relinquished to the agency.

2. Applicants

- (a) Notice of application. If the application is rejected at the initial interview and before formal application is filed, the agency shall submit a copy of the preliminary statement with a notation of the reason for rejection.
- (b) Notice of action on adoption application, accompanied by a copy of the application.

B. Statistical Reports

The agency shall furnish such statistical information and reports as the State Department of Social Welfare shall require.

C. Action by State Department of Social Welfare on Material Submitted

- 1. Acknowledge receipt of relinquishment.
- 2. Notify the agency of cross reference material.
- 3. Issue its waiver and approval following receipt of necessary documents and information.

MAIN OFFICE  
SACRAMENTO  
616 K STREET  
14

LOS ANGELES OFFICE  
MIRROR BUILDING  
145 SOUTH SPRING STREET  
12

SAN FRANCISCO OFFICE  
GRAYSTONE BUILDING  
248 MARKET STREET  
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS  
DIRECTOR

Sacramento  
September 30, 1949

ADDRESS REPLY TO:

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

**FILED**  
in the office of the Secretary of State  
of the State of California

SEP 30 1949

At 3:30 o'clock P. M.  
FRANK M. JORDAN, Secretary of State  
By *Chas. J. S. [Signature]* Deputy

Dear Mr. Jordan:

Attached are three copies of Department Bulletins issued by the State Department of Social Welfare which are being filed in accordance with Section 11380 of the Government Code.

Department Bulletin 373-A ANC  
374 APSB  
375 APSB

The regulations contained in these bulletins were approved by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code, Section 103, on September 23, 1949.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

*Myrtle Williams*  
MYRTLE WILLIAMS, Director  
Department of Social Welfare

468:e65  
Attachments

cc: Mr. Ralph N. Kleps  
Dept. of Professional and Vocational Standards  
516 Business and Professions Bldg.  
Sacramento, California



• Certified as a Regulation (or  
• Regulations) of the

State. Dept. of Social Welfare

(Name of State Agency)

Myrtle Williams

(Signature) S.

Director

(Title)

September 30, 1949

(Date)

MYRTLE WILLIAMS  
Director

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE  
616 K STREET  
SACRAMENTO 14  
September 26, 1949

20710 123  
**FILED**  
In the office of the Secretary of State  
of the State of California

SEP 30 1949

DEPARTMENT BULLETIN NO. 373-A (ANC)

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTS  
COUNTY AUDITORS  
LOS ANGELES JUVENILE COURT  
SAN FRANCISCO JUVENILE COURT

At 3:30 o'clock P.M.  
FRANK M. JORDAN, Secretary of State  
By *[Signature]* Deputy

Subject: ANC Revision of Policy and  
Procedure with Respect to the  
Unborn Child and the Child of a  
Parent Serving in the Armed Forces

In accordance with action taken by the Social Welfare Board on  
September 23, 1949, the following rules and regulations appearing in Department  
Bulletin No. 373 relative to "the unborn child" and "the child of a parent serving  
in the armed forces" are hereby suspended

That portion of line two in Section 3, page 1, which reads: "including  
unborn children".

The third paragraph on page 11 (Section 17), which reads: "The word  
'child' includes the unborn child if pregnancy has been verified by a  
physician's oral or written statement."

That portion of line seven in paragraph two of Section 20 on page 13  
which reads: "or is serving in the armed forces".

Point 7 in the middle of page 13 (Section 20) which reads: "7. A  
parent is serving in the armed forces."

Very sincerely yours,

*Myrtle Williams*

MYRTLE WILLIAMS, Director  
Department of Social Welfare



Certified as a Regulation (or  
Regulations) of the

State Dept of Soc. Welfare  
(Name of State Agency)

Myrtle Williams  
(Signature)

Director  
(Title)

9/30/49  
(Date)

MYRTLE WILLIAMS  
Director

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE  
616 K STREET  
SACRAMENTO 14  
September 28, 1949

**FILED**  
In the office of the Secretary of State  
of the State of California

SEP 30 1949

DEPARTMENT BULLETIN NO. 374 (APSB)

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTS  
COUNTY AUDITORS

AL 3.30 o'clock P M.  
FRANK M. JORDAN, Secretary of State  
By *[Signature]* Deputy

Subject: Repeal of "Responsible  
Relatives" Clauses in  
APSB

Sections 3474 and 3474.1 of the Welfare and Institutions Code, which pertain to responsibility of relatives in the Aid to Partially Self-Supporting Blind Residents program, have been repealed by Chapter 1048, Statutes of 1949, effective October 1, 1949. Accordingly, the following procedure with respect to contributions from relatives shall be used in processing applications for APSB signed on or after October 1, 1949, as well as on continuing cases:

The names and addresses of relatives of applicants and recipients will be ascertained if this information is freely supplied, but the name and address of the spouse must be secured.

When an applicant or recipient reports the receipt of a contribution from a relative, the exact amount of the monthly contribution and the probable period of its duration shall be determined by means of a letter to the relative. This letter must (a) explain to the relative that he is not required to make any contribution; (b) ask the amount of his present monthly contribution and its probable duration; and (c) state that the recipient's grant will be affected only if his annual income, exclusive of the APSB grant, exceeds the \$800 allowable exempt income.

When an applicant or recipient reports an increase or decrease in a contribution from a relative, or the cessation of the contribution, any necessary adjustment shall be made in the recipient's grant on the basis of his statement, taking into consideration the \$800 a year exempt income. The exact amount and time of any change in contributions from relatives shall then be determined by means of a letter to the relative as indicated above.

Every effort should be made to review and adjust the grant in any case which may be affected by this new legislation.

Very sincerely yours,

*Myrtle Williams*

MYRTLE WILLIAMS, Director  
Department of Social Welfare



Certified as a Regulation (or  
Regulations) of the

State Dept of Soc. Welfare  
(Name of State Agency)

Myrtle Williams  
(Signature)

Director  
(Title)

9/30/49  
(Date)

MYRTLE WILLIAMS  
Director

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE  
616 K STREET  
SACRAMENTO 14  
September 28, 1949

**FILED**  
In the office of the Secretary of State  
of the State of California

SEP 30 1949

DEPARTMENT BULLETIN NO. 375 (APSB)

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTS  
COUNTY AUDITORS

AL 3 30 o'clock P.M.  
FRANK M. JORDAN, Secretary of State  
By *[Signature]* Deputy

Subject: Exemption of Educational  
Scholarships and Enrollment  
in Institution of Higher  
Learning - APSB

Section 3447 of the Aid to Partially Self-Supporting Blind Residents law, Welfare and Institutions Code, has been amended by Chapter 682, Statutes of 1949, to include the following clause, which becomes effective on October 1, 1949:

"An educational scholarship which has been awarded by a high school, college, or university to any recipient of aid under this chapter while he is regularly attending any public school in this state, the University of California, or any other institution of higher learning in this state, shall not be deemed property, income, or resource of the recipient for any purpose and no deduction therefor shall be made from the recipient's amount of aid."

It should be noted that the proceeds of educational scholarships shall not be included in the \$800 exempt income accorded to all APSB recipients; neither shall such scholarships be considered as property or a resource of the recipient. In any case where an adjustment in the grant is required as a result of this new legislation, the adjustment shall be made effective October 1, 1949.

Section 3451 has been added to the Welfare and Institutions Code by Chapter 959, Statutes of 1949 and becomes effective October 1, 1949, as follows:

"Any blind resident of California who regularly matriculates at the University of California or other institution of higher learning in this state and who is working for an academic degree or certificate of completion shall be deemed qualified for enrollment as a recipient of aid under this chapter if he is otherwise eligible."

Under this provision, regular attendance at an institution of higher learning is an adequate plan for self-support in the Aid to Partially Self-Supporting Blind Residents program. Verification of such a plan shall be made in the usual manner outlined in the Manual of Policies and Procedures, Section 233-50. Consideration shall be given to these provisions on any new applications signed on or after October 1, 1949, as well as on continuing cases.

Very sincerely yours,

*Myrtle Williams*

MYRTLE WILLIAMS, Director  
Department of Social Welfare



MAIN OFFICE  
SACRAMENTO  
616 K STREET  
14

STATE OF CALIFORNIA

## Department of Social Welfare

MYRTLE WILLIAMS  
DIRECTOR

Sacramento  
September 30, 1949

ADDRESS REPLY TO:

LOS ANGELES OFFICE  
MIRROR BUILDING  
145 SOUTH SPRING STREET  
12

SAN FRANCISCO OFFICE  
GRAYSTONE BUILDING  
948 MARKET STREET  
2

**FILED**

In the office of the Secretary of State  
of the State of California

SEP 30 1949

At 3:30 o'clock *p* M.  
FRANK M. JORDAN, Secretary of State  
By *Chas. J. [Signature]* Deputy

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of the regulations issued by the State Department of Social Welfare revising the following standards:

Standards for Foster Home Care of Children (page 1)  
Standards for Day Care of Children (page 1)  
Standards for Day Nurseries in California (pages 1 and 4)  
Standards for Nurseries for Infants under 2 Years of Age (page 1)  
Standards for Child Placing Agencies in California (page 1)  
Standards for Childrens' Institutions in California (page 1)  
Standards for Aged Institutions in California (page 27)

These regulations were adopted by the State Social Welfare Board on September 23, 1949, pursuant to the powers conferred upon it by the Welfare and Institutions Code Section 103 and are being filed in accordance with provisions of Section 11380 of the Government Code. Action was taken by the Social Welfare Board on September 23, 1949 rescinding, effective October 1, 1949, Standards for Private Day Schools and Standards for Private Boarding Schools.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

*Myrtle Williams*  
MYRTLE WILLIAMS, Director  
Department of Public Welfare

468:e65  
Attachments

cc: Mr. Ralph N. Kleps  
Dept. of Professional and Vocational Standards  
516 Business and Professions Bldg.  
Sacramento, California

Certified as a Regulation (or  
Regulations) of the

State Dept. of Social Welfare  
(Name of State Agency)

Myrtle Williams  
(Signature)

Director  
(Title)

September 30, 1949  
(Date)



## STATE OF CALIFORNIA

## DEPARTMENT OF SOCIAL WELFARE

616 K Street, Sacramento

948 Market Street, San Francisco

145 South Spring Street, Los Angeles

DIGEST OF WELFARE AND INSTITUTIONS CODE AND  
STANDARDS FOR FOSTER HOME CARE FOR CHILDREN  
(Effective October 1, 1949)FOREWORD

It is preferable that children grow up with their own parents in their own homes. However, for various reasons some children must be cared for in homes other than their own, either for a few hours each day, or on a full-time basis for a short or long period of time. When foster home care is necessary, the best possible substitute for the child's own home must be found.

Foster home care is something more than feeding children, providing good housing, and keeping them occupied; foster parents must be sincerely interested in children and have some insight into a child's mind and feelings and know how to help him. A child must be fully accepted into the foster home and treated as an own child, and at the same time the relationship of the child to his own family must be strengthened wherever this is possible.

It takes a very special kind of person to be a good foster mother and father, and not all good parents nor all good homes fill the requirements.

Placement of a child in a foster home for even a short period of care is a great responsibility. An agency or parent must know beforehand that the home is a good home. To help determine this and to guide foster parents and agencies responsible for selecting homes, these standards have been devised by the State Department of Social Welfare.

PROVISIONS OF WELFARE AND INSTITUTIONS CODENeed for License

1620. No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department:

(a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.

(b) Engage in the finding of homes for children under sixteen years of age, or place any child in any home or other place, either for temporary or permanent care or for adoption.

OFFICE OF THE SECRETARY OF STATE

RECEIVED  
SEP 30 1949  
U.S. DEPARTMENT OF STATE  
WASHINGTON, D.C.

RECEIVED  
SEP 30 1949  
U.S. DEPARTMENT OF STATE  
WASHINGTON, D.C.

RECEIVED

It is requested that you advise the Bureau of the results of your efforts to secure the release of the following persons who are being held in the Soviet Union: [names of persons]

Further, it is requested that you advise the Bureau of the results of your efforts to secure the release of the following persons who are being held in the Soviet Union: [names of persons]

It is requested that you advise the Bureau of the results of your efforts to secure the release of the following persons who are being held in the Soviet Union: [names of persons]

It is requested that you advise the Bureau of the results of your efforts to secure the release of the following persons who are being held in the Soviet Union: [names of persons]

RECEIVED

RECEIVED

It is requested that you advise the Bureau of the results of your efforts to secure the release of the following persons who are being held in the Soviet Union: [names of persons]

**FILED**

In the office of the Secretary of State  
of the State of California

SEP 30 1949

At 3:30 p.m.  
FRANK M. JORDAN, Secretary of State  
By *[Signature]* Deputy



Certified as a Regulation (or  
Regulations) of the

State Dept of Soc. Welfare  
(Name of State Agency)

Myrtle Williams  
(Signature)

Director  
(Title)

9/30/49  
(Date)

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

616 K Street, Sacramento  
948 Market Street, San Francisco  
145 South Spring Street, Los Angeles

STANDARDS FOR DAY CARE OF CHILDREN  
(Effective October 1, 1949)

FOREWORD

These standards apply to facilities established for day care of children in groups, including commercial day care centers, private day nurseries and nursery schools, cooperative nursery schools, and day care centers operated by employers for care of children of employees. (Other standards are applicable to day nurseries of a religious, benevolent or charitable nature, to community projects established for the care of children of working mothers, and to foster family day care homes.)

The standards are a concise statement of the basic elements which give protection to children in group care and which foster normal physical, mental and social development. The day care facility provides the child physical safety, health protection, and a schedule of daily activities designed for the purpose of enjoyment, habit training and normal development.

PROVISIONS OF WELFARE AND INSTITUTIONS CODE: (Excerpts)

Need for License:

1620. No person, association, or corporation shall, without having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department:

(a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.

(b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption.

Regulation and Inspection:

1621. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Section 1620 of this code and the department may, by a member, or any duly authorized representative, inspect and examine any such institution, home or place, or the performance of any such service.

Expiration and Renewal of License:

1623. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.



1992

**FILED**  
In the office of the Secretary of State  
of the State of California  
SEP 20 1940

FILED

In the office of the Secretary of State  
of the State of California

SEP 30 1949

At 3.30 o'clock P M.

FRANK M. JORDAN, Secretary of State

By Ching Hsueh Deputy

By Chang Hsueh Deputy

Certified as a Regulation (or  
Regulations) of the

State Dept. of Soc. Welfare  
(Name of State Agency)

Myrtle Williams  
(Signature)

Director  
(Title)

9/30/49  
(Date)



## CHAPTER ONE

### RESPONSIBILITY OF THE STATE DEPARTMENT OF SOCIAL WELFARE AS DEFINED BY LAW

The State Department of Social Welfare in the provision of Chapter II, Part 3 of the Welfare and Institutions Code of the State of California, is given the responsibility to inspect, license, and supervise agencies offering day care for children as well as for boarding homes and institutions offering twenty-four hour care.

This responsibility is defined in Sections 1620-1631 of the Welfare and Institutions Code, inclusive, which state:

1620. No person, association or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the Department:

(a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.

(b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption.

The provisions of subdivision (a) do not apply to any hospital or establishment holding a license in good standing issued under the provisions of Chapter 2 or Chapter 3 of Division 2 of the Health and Safety Code. However, where a hospital or establishment holding such a license from the State Department of Public Health provides services not incidental to its primary purpose, the provisions of subdivision (a) continue to apply to the hospital or establishment in respect to such additional services.

1621. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Section 1620 of this code and the department may, by a member, or any duly authorized representative, inspect and examine any such institution, home or place, or the performance of any such service.

1623. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.

1624. Application for renewal of a permit or license shall be filed ten days prior to its expiration each year. If the application is not so filed, the license or permit is automatically canceled.

\* Changed effective October 1, 1949, to conform to changes in Section 1620 of the Welfare and Institutions Code made by the 1949 session of the Legislature.

Standards for Day Nurseries in California

Private Schools: Private day schools do not require a license from the State Department of Social Welfare. However, private schools for children under four years and six months of age (the age at which children may be admitted to public kindergarten) require a license from the State Department of Social Welfare.

**FILED**  
In the office of the Secretary of State  
of the State of California

SEP 30 1949

At 3 30 o'clock *P* M.  
FRANK M. JORDAN, Secretary of State

By *[Signature]* Deputy



Certified as a Regulation (or  
Regulations) of the

State Dept of Soc. Welfare  
(Name of State Agency)

Matthew Williams  
(Signature) S.

Director  
(Title)

9/30/49  
(Date)

CHAPTER ONE

241C 103

RESPONSIBILITY OF THE STATE DEPARTMENT  
OF SOCIAL WELFARE AS DEFINED BY LAW

The licensing function of the State Department of Social Welfare is defined in Sections 1620-1631, inclusive, of the Welfare and Institutions Code, which states as follows:

1620. No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department:

(a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.

(b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption.

The provisions of subdivision (a) do not apply to any hospital or establishment holding a license in good standing issued under the provisions of Chapter 2 or Chapter 3 of Division 2 of the Health and Safety Code. However, where a hospital or establishment holding such a license from the State Department of Public Health provides services not incidental to its primary purpose, the provisions of subdivision (a) continue to apply to the hospital or establishment in respect to such additional services.

1621. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Section 1620 of this code and the department may, by a member, or any duly authorized representative, inspect and examine any such institution, home or place, or the performance of any such service.

1623. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.

1624. Application for renewal of a permit or license shall be filed ten days prior to its expiration each year. If the application is not so filed, the license or permit is automatically canceled. Where a hearing is held under this section the proceedings shall be conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, and the department shall have all the powers granted therein.

1625. Permits or licenses may be revoked for cause after a hearing before the State Department of Social Welfare or an approved and accredited inspection service. The proceedings shall be conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, and the department shall have all the powers granted therein.

1626. No license shall be transferred. Neither the location of any institution, boarding home, or other place specified in Section 1620 of this code nor the place of performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare, or of an approved or accredited inspection service.

\* Changed effective October 1, 1949, to conform to changes in Section 1620 of the Welfare and Institutions Code made by the 1949 session of the Legislature.



Standard for infants' food  
in California

CHAPTER ONE  
ARTICLE I

DEPARTMENT OF SOCIAL WELFARE  
ARTICLE I  
CHAPTER ONE

The Department of Social Welfare is defined in  
Section 1430, inclusive, of the California Code, which states  
as follows:

1430. No person, association, or corporation shall, without first having  
obtained a license from the Department of Social  
Welfare or from an inspection service approved by the department:  
(a) Maintain or conduct any institution, building, place, or  
other place for the reception and care of persons of any age, nor  
engage in the business of receiving and caring for such persons, nor  
care for any child in the home of any person, either with or  
without compensation.  
(b) Engage in the finding of homes for children under sixteen years of age,  
or place any such child in any such home, or act as an agent or  
assistant agent for the adoption of any child.  
(c) The provisions of subdivision (a) do not apply to any hospital or establish-  
ment holding a license in good standing under the provisions of Chapter 2  
or Chapter 3 of Division 2 of the California Health and Safety Code, nor to a hos-  
pital or establishment holding such license from the State Department of Health  
which provides services not otherwise licensed by law. The provisions of  
subdivision (a) continue to apply to any hospital or establishment which is subject to  
such additional services.

1431. The Department of Social Welfare shall make and enforce such  
regulations as it deems best for the protection of the public health and the  
performance of any service specified in the provisions of this code and the department  
may, by a majority of any duly authorized board of directors, inspect and examine any  
such institution, home or place, or any service specified in this code.

1432. A permit or license issued by the Department of Social Welfare  
or by an approved and accredited inspection service shall expire twelve months from  
its date of issuance.

1433. Application for renewal of a permit or license shall be filed not later  
than thirty days prior to its expiration each year. If the application is not so filed, the license  
or permit is automatically suspended. As soon as the application is filed under this section  
the proceedings shall be continued in accordance with Chapter 2 of Division 2 of  
the California Health and Safety Code, and the provisions of this code shall apply.

**FILED**

In the office of the Secretary of State  
of the State of California

SEP 30 1943

3:30 o'clock P. M.  
FRANK M. JORDAN, Secretary of State

By *[Signature]* Deputy

\* Changed effective October 1, 1945, to conform to changes in Section 1430 of the  
Health and Welfare Code made by the 1945 Session of the Legislature.

Certified as a Regulation (or  
Regulations) of the

State Dept of Soc. Welfare  
(Name of State Agency)

Myrtle Williams  
(Signature)

Director  
(Title)

9/30/29  
(Date)



STANDARDS FOR CHILD PLACING AGENCIES IN CALIFORNIA

## LICENSE REQUIRED TO ENGAGE IN CHILD PLACING

No person, association, or corporation shall, without first having obtained a written license or permit therefor from the SDSW or from an inspection service approved or accredited by the department:

- (a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation. \*
- (b) Engage in the finding of homes for children under sixteen years of age or place any such child in any home or other place, either for temporary or permanent care or for adoption. (Excerpt from Sec. 1620, Welfare and Institutions Code)

Any persons other than a parent or any organization, association or corporation that, without holding a valid and unrevoked license or permit to place children for adoption issued by the SDSW, places any child for adoption is guilty of a misdemeanor. (Sec. 224q, Civil Code)

Any county may apply for, and the State Department of Social Welfare may issue to any county officer or county agency designated by the county making the application, a license under Chapter 1 of part 3 of Division 2 of the Welfare and Institutions Code, to perform the home-finding and placement functions specified in subdivision (b) of Section 1620 of said code, to investigate, examine, and make reports upon petitions for adoption filed in the superior court in that county, to act as a placement agency in the placement of children for adoption, to accept relinquishments for adoption, and to perform such other functions in connection with adoption as the State Department of Social Welfare deems necessary, or to do any of them. (Sec. 225m, Civil Code)

## PART I - ADMINISTRATION

(Sections as they apply specifically to county adoption agencies or private child placing agencies are indicated)

I. ORGANIZATION

## A. COUNTY ADOPTION AGENCIES

The agency must be designated by the County Board of Supervisors as the single public agency in the county through which adoption services will be offered. It will be considered for license only when it meets a need not already met and when its program is coordinated with other community welfare services.

\* Changed effective October 1, 1949, to conform to changes in Section 1620 of Welfare and Institutions Code made by the 1949 session of the Legislature.





WY 103

PART I - JURISDICTION AND FUNCTIONS OF THE STATE DEPARTMENT OF SOCIAL WELFARE

JURISDICTION

The State Department of Social Welfare has the responsibility for inspecting and licensing institutions, boarding homes, day nurseries, and other places for the reception, or care of children under sixteen years of age. (Section 1620, Welfare and Institutions Code.) \*

The State Department of Social Welfare has the authority to make such rules and regulations as it deems best for the government of any such institution and may inspect and examine any such institution. (Section 1621, Welfare and Institutions Code)

The State Department of Social Welfare has defined a children's institution (as differentiated from a family boarding home or day nursery) as a home which accepts for 24-hour care sixteen or more children under sixteen years of age, or which is so organized or administered that its service is essentially institutional in character regardless of the number of children served. Summer camps are considered to be institutions under this definition. \*

The State Department of Social Welfare does not exercise jurisdiction over institutions subject to license by the State Department of Mental Hygiene. \*The State Department of Social Welfare does not have jurisdiction over hospitals or establishments licensed by the State Department of Public Health except where such a facility, offers services to children not incidental to the primary purpose of the facility, in which case the jurisdiction of the State Department of Social Welfare continues to apply to these additional services.

The State Department of Public Health has jurisdiction over private hospitals, sanatoria, nursing homes, and convalescent homes, including any institution which maintains and operates organized facilities for the diagnosis, care and treatment of human illness, including convalescence. (Sections 1400 through 1421, Health and Safety Code) Facilities which depend on prayer or spiritual means for healing are excluded.

The State Department of Public Health also has jurisdiction over establishments providing school, medical advice, diagnosis or treatment, physiotherapy, any form of muscle training, massage, speech training, occupational therapy, vocational training or custodial care to handicapped persons. (Sections 1500 through 1517, Health and Safety Code) Establishments conducted by or for adherents of any well-recognized religious sect are excluded, as are private schools and colleges the principal purpose of which is to teach business, commercial, or vocational courses.

The State Department of Mental Hygiene has jurisdiction over institutions, (hospitals, sanatoria, homes) or other places receiving or caring for epileptics, mentally ill, alleged mentally ill, or other incompetent persons, including the mentally deficient, for compensation. (Section 5700, Welfare and Institutions Code)

BUILDING PLANS

The State Department of Social Welfare requires that building plans for new buildings or additions to or alterations of existing buildings for the housing of children be submitted for approval before construction is started. (See Appendix for guides in preparing building plans.)

\* Changed effective October 1, 1949, to conform to changes in the Welfare and Institutions Code made by the 1949 session of the Legislature.

PART I - JURISDICTION AND FUNCTIONS OF THE STATE DEPARTMENT OF SOCIAL WELFARE

The State Department of Social Welfare has the responsibility for the supervision and control of all public institutions and agencies which are engaged in the care, custody, and maintenance of the dependent, delinquent, and defective classes of the population.

The State Department of Social Welfare has the responsibility for the supervision and control of all public institutions and agencies which are engaged in the care, custody, and maintenance of the dependent, delinquent, and defective classes of the population.

The State Department of Social Welfare has the responsibility for the supervision and control of all public institutions and agencies which are engaged in the care, custody, and maintenance of the dependent, delinquent, and defective classes of the population.

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**FILED**

In the office of the Secretary of State  
of the State of California

SEP 30 1949

At 3:30 o'clock P. M.  
FRANK M. JORDAN, Secretary of State

By *[Signature]* Deputy



Certified as a Regulation (or  
Regulations) of the

State Dept of Soc. Welfare  
(Name of State Agency)

Myrtle Williams  
(Signature)

Director  
(Title)

9/30/49  
(Date)

Certified as a Regulation (or  
Regulations) of the

State Dept of Soc. Welfare  
(Name of State Agency)

Myrtle Williams  
(Signature)

Director  
(Title)

9/30/49  
(Date)



Excerpts from the Welfare and Institutions Code Applicable to Aged Institutions

Division 3, Chapter 2, Institutions and Boarding Homes for Aged Persons

2300. No person, association or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department, maintain or conduct any institution, boarding home, or other place for the reception or care of aged persons, nor receive or care for any such person. The provision of this chapter do not apply to any hospital or establishment holding a license in good standing issued under the provision of Chapter 2 or Chapter 3 of Division 2 of the Health and Safety Code. However, where a hospital or establishment holding such a license from the State Department of Public Health provides services not incidental to its primary purpose, the provisions of this chapter continue to apply to the hospital or establishment in respect to such additional services. \*

2301. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Section 2300 of this code, and the department may, by a member or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service.

2303. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.

2304. Application for renewal of a permit or license shall be filed 10 days prior to its expiration. If such application is not so filed, such license or permit is automatically canceled. Where a hearing is held under this section the proceedings shall be conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, and the department shall have all the powers granted therein.

2305. Permits or licenses may be revoked for cause after a hearing before the State Department of Social Welfare or an approved and accredited inspection service. The proceedings shall be conducted in accordance with Chapter 5 of Division 3 of Title 2 of the Government Code, and the department shall have all the powers granted therein.

2306. No license shall be transferred. Neither the location of any institution, boarding home, or other place specified in Section 2300, nor the place of performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare or of an approved and accredited inspection service.

2307. Every holder of a permit or license shall maintain a register setting forth the following facts concerning each aged or infirm person received or cared for:

- (a) Name
- (b) Last previous address
- (c) Age
- (d) Nearest of kin
- (e) Mother's maiden name

SECRET  
JAN 1949

TO: THE SECRETARY OF STATE  
FROM: THE SECRETARY OF STATE

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**FILED**

In the office of the Secretary of State  
of the State of California.

SEP 30 1949

At 3:30 o'clock P. M.  
FRANK M. JORDAN, Secretary of State  
By *[Signature]* Deputy

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Title 22 Ch. 2

MAIN OFFICE  
SACRAMENTO  
616 K STREET  
14

STATE OF CALIFORNIA

## Department of Social Welfare

MYRTLE WILLIAMS  
DIRECTOR

Sacramento 14  
October 28, 1949

ADDRESS REPLY TO:

LOS ANGELES OFFICE  
MIRROR BUILDING  
145 SOUTH SPRING STREET  
12

SAN FRANCISCO OFFICE  
GRAYSTONE BUILDING  
948 MARKET STREET  
2

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of the regulations issued by the State Department of Social Welfare with Adoption Manual Letter No. 17.

These regulations were adopted by the State Social Welfare Board on October 19, 1949, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Section 103, and are being filed in accordance with Section 11380 of the Government Code.

These regulations were adopted by the State Social Welfare Board to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

*Myrtle Williams*  
MYRTLE WILLIAMS, Director  
Department of Social Welfare

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Attachments

**FILED**

In the office of the Secretary of State  
of the State of California

OCT 31 1949

At 11:15 o'clock *a* M.  
FRANK M. JORDAN, Secretary of State

By *Chas. J. [Signature]*  
Deputy

Certified as a Regulation (or  
Regulations) of the

Dept of Social Security  
(Name of State Agency)

Maryle Williams  
(Signature)

Director  
(Title)

16-28-49  
(Date)



MYRTLE WILLIAMS  
Director

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE

616 K STREET  
SACRAMENTO 14

October 28, 1949

ADOPTION MANUAL LETTER NO. 17

The attached revisions numbered 91 through 102 are to be entered in your copy of the Adoption Manual and the revision numbers canceled on the inside of the Manual cover. The chapter "Court Proceedings" is being reissued.

These revisions were adopted by the Social Welfare Board on October 19, 1949, and are effective November 1, 1949.

Sec. 2010-00 has been revised to include the 1949 changes in the adoption law which provides that:

1. The parent's consent, once signed, can be withdrawn only with court approval.
2. The SDSW and county adoption agencies are responsible for recommending to the court a suitable plan for the child and for appearing to represent the child at the court hearing on all independent adoptions in which the recommendation of denial is made or in which the parents petition to withdraw consent, and on certain dismissals.
3. The relinquishment to an authorized agency in another state or a court action in another state freeing the child from the custody and control of his parents may be accepted in lieu of the parents' consent in an independent adoption.

The following sections have been revised to incorporate the change in law requiring the SDSW or county adoption agency to recommend a suitable plan for the child in cases in which the recommendation is denial or in which the parents petition to withdraw consent, or which are dismissed but consent has not been revoked;

Sec. 2010-00  
2105-00  
2110-00  
2118-00  
2335-00  
2370-00  
2380-00

New Sec. 2147-00 outlines the procedure with respect to denials in independent adoptions.

The change in law which requires court approval of the withdrawal of the parent's consent has been included in Secs. 2010-00 and 2105-00. New Sec. 2157-00 explains the procedure in such cases.

Secs. 2100-00 and 2122-00 have been revised to give further protection to the confidentiality of adoption records. In an agency adoption, the names of the natural parents of the child placed by the agency should not be shown in the petition nor in the court report.

Sec. 2118-00 includes revised examples of court report statements made necessary by changes in the law.

Sec. 2130-00 has been revised to specify that a copy of the consent or relinquishment should be attached only to the copy of the report submitted to the court.

Sec. 2175-00 has been revised to show that the fee which the public agency which has placed a child for adoption may require from the adopting parent is collectible at the time of filing a favorable report.

Sec. 2620-00 has been amended to provide that if the child has been declared free from the custody and control of his parents in an action in another jurisdiction an authenticated copy of the court order must be obtained.

Sec. 2480-00 has been revised to reduce the amount of case material regarding applicants which an adoption agency must file with the SDSW.

Sec. 2420-00 and Appendix 4 have been revised to eliminate private day and boarding schools for children from the list of facilities requiring licenses from the SDSW.

Appendix 3, Licensed Placement Agencies in California, has been brought up-to-date.



2010-00 (Continued)

2010-00

10 Three important changes were made in the adoption law by the 1931 Legislature. The first was the provision that in all cases in which consent was required, except when the adoption was by stepparent and unless a society licensed to place children for adoption joined in the petition, the consent must be signed in the presence of an agent of the Department of Social Welfare and accepted after an investigation to establish that the child was a proper subject for adoption and the home of the petitioners was a suitable one for the child. The Department had found that under the previous law "when consent was filed with the petition, the parent gained the impression that his whole responsibility toward the child had been severed by such an act, and if during the investigation it was learned that either the child or the home was not suitable, it was frequently difficult to refer back to the natural parent and to hold him to a legal responsibility.... some parents had gained such an impression of finality that the child was frequently left in unfit surroundings with the petitioners leaving no person or agency responsible for the child."<sup>1</sup>

The second change was the elimination of the 90-day limit allowed for the adoption investigation. Under the law of 1927, if within a 90-day period the report on the investigation was not completed, the adoption could be consummated without a report from the Department of Social Welfare.

1. State of California, Third Biennial Report, Department of Social Welfare, July 1, 1930, to June, 1932, p. 52.

2010-00 HISTORICAL DEVELOPMENT

(banned) 2010-00

California passed its first adoption statute in 1870, twenty years after admission into the Union. In 1872, this act was superceded by the adoption law of the Civil Code which has remained in substantially the same form to the present time. It provided that any minor child could be adopted by an adult, at least 15 years (now 10 years) older than the child but that the person adopting must have been married, and, if a woman, be a widow or lawfully divorced from her husband without her fault. A married man not lawfully separated from his wife could not adopt a child without his wife's consent.

Legislation in the years following 1872 refined the early law in keeping with the trend of other legislative enactments designed to protect children. The most outstanding change in the adoption law since 1872 was that made by the legislation of 1927 which gave the Department of Social Welfare certain responsibilities in regard to adoptions. Previous to this time petitions for adoption were acted upon by the court with no investigation of the circumstances of the child, his natural parents, or the adopting parents, and no safeguards had been provided to protect those concerned from hasty and unsuitable adoptions.

Under the amendments of 1927, the Department of Social Welfare was given the duty of investigating and reporting to the court on all petitions for adoption. According to the statutes of 1927, following a petition to the Superior Court of the county in which the petitioner had residence it was the duty of the clerk of the court immediately to notify the Department of Social Welfare in writing of the pendency of the action. It was made the duty of the Department of Social Welfare to make an investigation in all cases of adoption in which no agency licensed to place children for adoption was a party and to make a full report to the court of the facts with a recommendation regarding the granting of the petition. Consent could be signed in the presence of the county clerk. No hearing could be held until 90 days after filing the petition unless within that time the Department had submitted a report.

(Section Continued on Next Page)



The legal sanction for adoptions in California and the procedural framework by which the new relationship is established are found in the Civil Code of California, Sections 221 to 231, inclusive.

### Child May Be Adopted

Any minor child may be adopted by any adult person, in the cases and subject to the rules prescribed in this chapter. (Sec. 221, Civil Code)

### Who May Adopt

The person adopting the child must be at least 10 years older than the person adopted. (Sec. 222, Civil Code)

A married man, not lawfully separated from his wife, can not adopt a child without the consent of his wife, nor can a married woman, not thus separated from her husband, without his consent, provided the husband or wife, not consenting, is capable of giving such consent. (Sec. 223, Civil Code)

2010-00 (Continued)

2010-00

The third change was the elimination of the requirement that the Department make an investigation and report on stepparent adoptions where one natural parent retained custody of the child.

In 1933, a provision was added to the adoption law requiring the probation officer in the county in which the petition for adoption by a stepparent was pending to make an investigation and report to the court on the proposed action.

In 1935, a limitation on the time allowed for the investigations by the State Department of Social Welfare was again inserted in the law. A period of 180 days was allowed and a provision was added that if the Department failed to submit its report within that time the court could allow a consent to be signed in open court. The court, however, was given authority to allow such additional time for the filing of the report as seemed necessary.

In 1947, the law was amended to permit the State Department of Social Welfare to license county adoption agencies to accept relinquishments of children from parents and to place children for adoption, and to investigate independent adoptions. Provision was also made that adoption hearings must be held in private; and that any report filed by the State Department of Social Welfare or county adoption agency recommending denial because the home of the petitioners was not suitable should be immediately referred by the county clerk to the superior court for review.

In 1949, the law was amended to provide that, once signed, the parents' consent to the adoption of their child can be withdrawn only with court approval. The State Department of Social Welfare and county adoption agencies were given the responsibility for recommending to the court a suitable plan for the child and appearing to represent the child at the court hearing on all independent petitions on which the recommendation of denial is made, or in which the parents petition to withdraw consent, and on certain dismissals. It was also amended to permit the acceptance, in lieu of the parents' consent in an independent adoption, of a relinquishment to an authorized agency in another state or a court action in another state freeing the child from the custody and control of his parents.



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COURT PROCEEDINGS

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- (b) Birth date and birthplace of child.
- (c) Legal status of the child, which may be stated in the following way:
  - (1) The child was born unto \_\_\_\_\_ and \_\_\_\_\_, husband and wife, or
  - (2) The child was born out of wedlock unto \_\_\_\_\_, or
  - (3) The child was born unto \_\_\_\_\_, and pursuant to Secs. 200 and 224 of Civil Code of California, the consent of the mother only is required to the adoption.
- (d) If the child has been relinquished to an agency, it is the agency's responsibility to furnish the attorney information regarding the child to be included in the petition. The names of the parents need not be given to the attorney nor shown in the petition.

### 3. Child's Name After Adoption

A child, when adopted, may take the family name of the person adopting. (Sec. 228, Civil Code) It is, therefore, desirable to include in the petition the name by which the child will be known after adoption, regardless of whether the name is changed or remains the same.

### 4. Amended Petition

- (a) An amended petition may be filed to correct errors in the original petition, or
- (b) To present new facts or facts which have been disclosed after the filing of the petition, for example:
  - (1) Amended petition showing that the child has been declared free from the custody of his parent or parents.
  - (2) Amended petition showing that the parent, whose consent otherwise necessary, has died.
  - (3) Amended petition showing that the natural mother, who had been reported to have sole custody, was in fact married at the time of the child's birth, and giving the correct date obtained.



2100-00 PROCEDURE FOR FILING PETITION

2100-00

A. Filing

Any person desiring to adopt a child may for that purpose petition the Superior Court of the county in which the petitioner resides and the clerk of the court shall immediately notify the State Department of Social Welfare at Sacramento in writing of the pendency of the action and of any subsequent action taken. (Sec. 226, Civil Code)

B. Form of Petition

There is no required form for a petition, and it may be prepared by either the attorney for the petitioner or by the petitioner acting as his own attorney. The Department will make available on request to the petitioners or their attorney an outline which may be used in the preparation of an adoption petition.

C. Content of Petition

In order to insure that basic legal requirements are met, it is desirable to include in the petition the following points regarding the petitioners, the child to be adopted, the child's name after adoption:

1. Petitioners

- (a) That petitioners are residents of the county in which the petition is filed. (Sec. 226, Civil Code)
- (b) That petitioners are adults (i.e., over 21 years of age), and at least 10 years older than the person adopted. (Secs. 221, 222, Civil Code)
- (c) Petitioners' marital status. This is necessary because of the provision that a married man not lawfully separated from his wife can not adopt a child without the consent of his wife, nor can a married woman not thus separated from her husband, without his consent, provided the husband or wife not consenting is capable of giving such consent. (Sec. 223, Civil Code)
- (d) The address of the petitioners is not required by law, but it is desirable to include it in the petition (since the petitioners will be interviewed during the course of the investigation).

2. Child to be Adopted

- (a) Name of the child, including all variations if a child has been known by several names. If the name on the birth certificate is different from that by which the child is known to the petitioners, this should be clearly stated.

(Section Continued on Next Page)

If the consent of the SDSW or county adoption agency is necessary, the recommendation shall show the reasons for denial and shall state that it refuses to consent.

5. Recommendation of a suitable plan for the child.

If the recommendation is that the petition for adoption be denied, there shall be a further recommendation of a suitable plan for the child.

2110-00 TYPES OF COURT REPORTS - INDEPENDENT ADOPTIONS

2110-00

A. Final Report (See Sec. 2105-00)

1. A recommendation of approval shall be made when it is determined that the child is a proper subject for adoption and that the home is suitable for the child.
2. A recommendation of denial shall be made in every case in which the investigation during the 180-day period or extension of time fails to establish that the child is a proper subject for adoption or that the proposed home is suitable for the child. This shall include the following situations in which the child is too young for adequate testing:
  - a. If nothing is known of one natural parent, and the investigation establishes that the other natural parent is of low intelligence;
  - b. If it is not possible to obtain adequate information on either of the natural parents. This would always apply in the case of a foundling or an abandoned child and in those cases in which the attorney may be using the abandonment procedure to avoid having the parents interviewed.

In both instances, final determination that the child is a proper subject for adoption shall be made only after complete physical and psychometric testing.

Because of the feeling of some petitioners and attorneys against denials, a recommendation of denial without prejudice to the petitioners may be made if the investigation has been completed and the adoption appears socially desirable, but there is some obstacle, which cannot be cleared at the time. When the obstacle is finally cleared, a supplementary report recommending approval may be filed.

(Section Continued on Next Page)



## 2105-00 COURT REPORT - INDEPENDENT ADOPTIONS

The State Department of Social Welfare or county adoption agency is required to submit to the court a full report of the facts disclosed by its inquiry, with a recommendation regarding the granting of the petition. The final report should be a concise summary of all the facts pertinent to the adoption. (Sec. 226, Civil Code)

A. Purpose of the Report

"The purpose of the report to the court is to supply the judge with factual information so interpreted that he may have a clear but unbiased understanding of the entire situation surrounding the proposed adoption to assist him in making his decision." From the report the court may have the benefit of this factual information, in addition to the examination of the parties in court, on which to base a decision as to granting the petition. The report to the court, therefore, is one of the most important parts of the adoption procedure.

B. Content of the Report

1. A statement of the pertinent facts disclosed by the investigation.  
(See Sec. 2118-00, Outline for Court Report - Independent Adoptions)
2. A statement of findings as to the adoptability of the child.
3. A statement of findings as to the suitability of the home for the child.
4. Recommendations as to the granting of the petition.
  - (a) If the recommendation is that the petition be granted, the parents' consents in the possession of the agency shall be attached to the report and there shall be a statement that the Department or county adoption agency has accepted the parents' consents, or that it consents.
  - (b) If the recommendation is that the petition be denied although the parent has consented, the recommendation should show only the reasons for denial and should make no reference to the consent. The section on consents should show that the consent of the parent was signed in the presence of an agent or notary, as the case may be, on a given date. The consent shall be attached to the report.

If the parent has refused to consent, has withdrawn consent which was signed prior to October 1, 1949, has court approval of withdrawal of consent, or has filed a petition to withdraw consent, the consent section shall state the facts and the refusal or withdrawal, shall be attached to the court report. A consent which has been signed but later withdrawn shall not be submitted to the court.

(Section Continued on Next Page)

could not be made at the time that the child was a proper subject for adoption, a supplementary report recommending that the petition be granted may be filed when the obstacle is cleared. It will not be necessary for a new petition to be filed if the original petition has not been heard. The information in the report must be current. If more than three months have elapsed since the last home visit, another visit must be made before the report is filed.

2. After the submission to the court of the complete report with recommendation, the Department or county adoption agency may be requested by the court to file a supplemental report giving additional information. Such report shall always be filed upon request.
3. The petitioners or their attorney may request the Department or county adoption agency to file a supplemental report in instances where its final report has recommended denial but the petition has never been heard, and in the succeeding years, circumstances have changed. The requested investigation and report may be made, though it may be desirable to request the attorney to file an amended petition, setting forth the new facts, and to submit a copy of the amended petition to the Department.

C. Appeal Report (See Sec. 2156-00)

D. Revocation Report (See Sec. 2155-00)

E. Withdrawal Report (See Sec. 2157-00)



2110-00 (Continued)

2110-00

If there is to be a recommendation of denial, it should be discussed with the attorney in ample time to allow him to file a dismissal before the report is due, if he prefers to do so rather than have an adverse report filed. In either event the report by the SDSW shall include a recommendation of a suitable plan for the child.

3. A conditional recommendation of approval may be made if a legal determination is involved. It shall never be used, however, in order to escape responsibility for a definite decision if the matter is one involving judgment. Conditional recommendations may be made in the following instances:
  - a. If the child has been awarded to the mother by judicial decree and the father has willfully failed to contribute to its support for the period of one year when able to do so.
    - (1) If the petition alleges that the father's consent will be eliminated by court determination under Sec. 224, Civil Code, as having willfully failed to contribute when able; or
    - (2) If copy of the citation (either for personal service or by publication) is submitted by the attorney.
  - b. If the child is to be declared free from the custody and control of the parents.
    - (1) If an endorsed copy of the petition to declare him free from the custody and control of his parents is furnished to the Department; or
    - (2) If notice of the filing of such petition is received from the Juvenile Court.
  - c. If there is a presumptive father, or more than one presumptive father, necessity for whose consent is to be eliminated by court action prior to the adoption hearing, if the facts disclosed by the Department's investigation support the mother's claim that he is not the natural father.
  - d. If the certificate from the superintendent of a State hospital or the State Director of Institutions qualifies the statement that the parent will not be capable of controlling or supporting the child in a proper manner by such phrases as "I believe" or "in my opinion."
  - e. There may be other instances where a conditional recommendation of approval may be desirable. It should be made, however, only with the approval of the supervisor.

#### B. Supplemental Report

1. If a petition has been denied without prejudice, either because a statutory provision has not been met or because a determination

(Section Continued on Next Page)

2. Submit the request, together with three copies of the form, for authorization of the extensions (Form Adop M34). This should be directed to the county clerk, with one copy to the attorney for the petitioners, and the clerk should be instructed to retain one copy of the authorization for his files.
3. When the authorization is received, file one copy in the adoption case record, and send one copy to the attorney for the petitioners.
4. A copy of the letter to the attorney transmitting signed authorization of extension (Form Letter Adop M39) shall be sent to the Bureau of Adoptions in Sacramento. A copy may also be sent to the petitioners if the agent considers it necessary.

If the order authorizing the extension is not returned from the court within a reasonable length of time, clearance shall be made with the judge. If the authorization has not been returned and no word has been received from the court by the 175th day, or, if the judge has refused to authorize extension, a full report of all information which has been obtained up to that date shall be filed, with recommendation of denial. This must be in the hands of the court within the 180-day period.

#### D. Content of Request

The request shall include the following:

1. The names of the petitioners, the date on which petition was filed, and the original due date.
2. A statement of the status of the case, giving reason for the request for extension of time. This should be specific and full enough to give the judge a true picture of the obstacle which prevents the completion within the time allowed by law.
3. When the attorney, or the petitioners, or both, concur in the request, a statement should be included to that effect.
4. A statement of the specific number of days needed within which to file the final report.

#### E. Length of Time to be Requested

The extension requested shall be for the period of time estimated as adequate to clear the obstacle to the filing of the final report. Ordinarily, the extension should not exceed ninety days. If the

(Section Continued on Next Page)



2115-00 EXTENSION OF TIME FOR REPORT

2115-00

A. Legal basis:

Except in the case of the adoption of a child by a stepparent where one natural or adoptive parent retains his or her custody and control, it shall be the duty of the Department of Social Welfare or county adoption agency to submit to the court a full report of the facts disclosed by its inquiry with a recommendation regarding the granting of the petition, within 180 days after the filing of the petition, provided, however, that the court may allow such additional time for the filing of said report as in its discretion it may see fit.

B. When extension may be requested:

An extension of time may be requested when it is evident that the obstacle which makes a recommendation of approval impossible at the time can be cleared within a reasonable period. It is not contemplated that requests for extensions shall be made because of delays which are the result of negligence on the part of the agency. The request should be in the hands of the supervisor at least fifteen days before the due date of the report to allow time for the granting of the request by the court and to insure that no report will be late.

Instances in which extensions may be requested are as follows:

1. When an essential piece of documentary evidence has not been received.
2. When a petition is to be filed to have the child declared free from the custody and control of his parents, if such petition can be filed within the limit of an additional 180 days.
3. When the petitioners wish time to make certain adjustments which are deemed desirable before the adoption can be recommended.
4. When the child's development is slow, or when there is a doubtful hereditary background and the petitioners agree with the agency that a further period of time should be allowed for the study and observation of the development of the child before a final decision is reached.
5. When the petitioners, or their attorney, for some specific reason, have requested the agency not to proceed with the investigation at the time.

C. Procedure for Securing Extensions

1. Address written request to the court, giving explanation of necessity for such extension of time (Form Adop ML9).

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## 2118-00 OUTLINE FOR COURT REPORT - INDEPENDENT ADOPTIONS

2118-00

No information shall be included in the court report unless it is substantiated elsewhere in the case record through correspondence, questionnaire, narrative, or otherwise.

A. Opening Paragraph

1. The following paragraph may be used in all cases in which the final report is the first report filed with the court:

"The State Department of Social Welfare, in conformity with Sec. 226 of the Civil Code of California, presents its report in the matter of the adoption of \_\_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_."

2. The following paragraph may be used when a preliminary report (no longer used) has been filed in the past and the case is being re-opened:

"Petition in the matter of the adoption of \_\_\_\_\_ was filed in the Superior Court of \_\_\_\_\_ County, California on \_\_\_\_\_ by \_\_\_\_\_ and \_\_\_\_\_. On the \_\_\_\_\_ day of \_\_\_\_\_, a preliminary report was submitted by the State Department of Social Welfare.

"The State Department of Social Welfare is now submitting its final report in accordance with Sec. 226 of the Civil Code of California."

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obstacle cannot be cleared within that time, a second request may be filed asking for an additional period, not to exceed ninety days. The total extensions requested should not ordinarily exceed 180 days, or a total investigation period of 365 days. If the obstacle is not cleared by that time, the final report shall be filed, with recommendation of denial without prejudice if that is deemed advisable.

There may be exceptions, including the following:

1. If the woman petitioner is pregnant, it may be necessary to ask for an extension beyond the additional 180 days, pending the birth of the child.
2. If there is a health condition which is in process of being cleared, for example, awaiting a negative serological, further extension may be requested.

If it is necessary to request a longer extension, report of the circumstances shall be sent to the Adoption Bureau.

C. Natural Parents (same information on both parents if possible)

1. Brief sketch of mother's personal history and background, showing her maiden name; married name, if any; any aliases which are pertinent to establishing the identity of the child or other relationship; birthdate; nationality-descent; religion; education; occupation; any special talents or accomplishments and any record of social maladjustment, i.e., Juvenile Court, police or penal record.
2. Summary of health, including the report of the doctor delivering the child as it relates to the mother; other medical reports and mental reports, if any; a statement regarding any family history or personal history of inherited physical or nervous disorder, or such history in alleged father's background.
3. Full information, showing verification made of names, dates and places of all marriages, divorces and deaths, so that the legal status of the child is clearly established.

D. Petitioner(s)

1. Brief sketch of family history and background of the man petitioner, covering name, age, religion, nationality-descent; if foreign born, information regarding citizenship or legal entry into U. S. (verified); education; health, including date of last physical examination; any record of social maladjustment; police, penal, or institutional record; social and religious or community activities; employment. If a petitioner's present occupation is not his usual occupation, the report should show where he was employed previously.
2. Similar sketch of the woman petitioner as in paragraph 1, adding a statement regarding her ability to support the minor if necessary.
3. Date and place of marriage (verified):  
If either petitioner has been previously married, the number of marriages for each should be shown, and it should be stated that previous marriages and dissolutions have been verified. If some circumstance surrounding a previous marriage clouds the suitability of a home, full information should be given in regard to it.
4. Household of petitioners, giving names, relationship, ages of other members, if pertinent, how supported, and health; names of any other children of petitioners and/or adopted children; if adopted, date of adoption if known. This paragraph should contain a statement as to whether the relationship existing between the adopting parents and the minor is comparable to that of natural parents and child, and the relationship to the other members of the family

(Section Continued on Next Page)



2118-00 (Continued)

2118-00

3. In submitting supplementary reports the following paragraph may be substituted:

"On the \_\_\_\_\_ day of \_\_\_\_\_ the State Department of Social Welfare filed its final report recommending that the petition be granted/denied.

The situation having changed, or additional information having been obtained, or the obstacle to the adoption having been cleared since the report was filed, the State Department of Social Welfare now submits this supplemental report."

B. The Minor

This section should contain:

1. Verified birth information and legal status. If there is a difference between the official record, the petition and/or the report given by the parents, this should be pointed out. Other information from the birth certificate, such as district number, certificate number, etc., need not appear in the report. If the recommendation is that the petition be granted the latter information should be included in the letter (FL AD M37) which is sent to the attorney at the time of the filing of the report.

2. Date and Circumstances of Placement

If it has been definitely established who made the placement or acted as intermediary, the name should appear. If the petitioners paid prenatal or confinement expenses, or made other payments, a statement to that effect should be made.

A statement should be made of the relationship, if any, to the petitioners, and whether the child has been in the home continuously or for broken periods.

3. Health and Development

This paragraph should include (a) the report of the obstetrician and the report of the pediatrician; (See Sec. 2660-00, D) (b) reports of any psychometric or psychiatric examinations, and school reports or grades for the older child; (c) developmental history. If the child appears to be developing normally a simple statement may be made to that effect.

4. Statement should be made regarding property or estate, if any, owned by a minor, showing that it has been verified.

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- (d) A statement that the parents willingly signed the consents attached.
3. If the parents have refused to consent, have withdrawn consent, have notified the SDSW or county adoption agency of their intention to withdraw, a statement of the facts.
  4. Although consent of a guardian or of the Juvenile Court, if the minor is a ward of the court, is not necessary, it is advisable to include a statement of their attitude toward the adoption.
  5. If action is necessary to eliminate consent of parents in accordance with Sec. 224, specify type of action to be taken, date action filed, and month of action.
  6. If the consent appears inadequate, a statement should be included, pointing this out and presenting the question of validity for the court's consideration.
  7. A statement that the SDSW or county agency gives its consent to an adoption if:
    - (a) The consent has been signed out of the state.
    - (b) There are no parents to consent, or the parents have relinquished the child to an agency in another jurisdiction.

#### F. Summary

This may be a brief statement, which gives the basis for the recommendation, with an evaluation of the advantages or disadvantages of the adoption. If there is to be a recommendation of denial or a conditional approval, the reasons should be outlined carefully.

#### G. Recommendation

##### 1. Approval

- (a) If the child is found to be a proper subject for adoption and the home suitable, the recommendation should be made without reservation.

Example:

"In view of the foregoing facts, the State Department of Social Welfare finds that the minor is a proper subject for adoption and that the home of the petitioner is suitable. It therefore accepts the consent of the natural mother (or parents), consents to the adoption (if SDSW consent necessary), and recommends that the petition of \_\_\_\_\_ for the adoption of \_\_\_\_\_ be granted."

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## 5. Financial situation:

- (a) Home, location, owned or rented, value of equity, payments.
- (b) Income (verified), including occupation of man petitioner and woman petitioner (if employed), where employed, and length of employment.
- (c) Insurance and savings; if none, reason why.
- (d) Other property or resources.
- (e) Debts and financial obligations, if any. Debts should be listed only if they are of sufficient importance to cloud suitability of the home.

## 6. Adjustment of minor and petitioners.

## 7. References' evaluation of the petitioners. Names of references need not be given in the report.

## 8. Attitude of petitioners in questionable cases:

If there is no verified information regarding the minor's background for either (or both) parent, or where information obtained shows undesirable background, but petitioners wish to proceed with the adoption, a statement shall be included to that effect. Include the statement that all the known facts and/or lack of information regarding the minor have been discussed with the petitioners, who have expressed their desire to consummate the adoption and are willing to assume responsibility for the minor regardless of future developments. In cases of this type, reports from state hospitals or institutions may be attached as exhibits.

E. Consents

## 1. Legal status of parents as substantiated by facts.

2. If the parents consent, give attitude toward the adoption.  
This includes:

- (a) A statement as to whether the mother has met the petitioners and is satisfied, or has not met them and is satisfied with what she has been told.
- (b) The mother's statement as to whether she was influenced in giving her consent by payments or gifts from petitioners.
- (c) If there is a difference in religion, a statement should be included as to their willingness to have the child in a home of a different faith or reared in a different faith.

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2118-00 (Continued)

2118-00

Social Welfare finds that the home of the petitioners is suitable, but that the minor is not legally free for adoption. It therefore gives its consent and recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be granted, provided the minor is declared free from the custody and control of his natural mother and/or father, or presumptive father, under Sec. 701 of the Welfare and Institutions Code."

- (c) If necessity for consent of the presumptive father or legal father is to be eliminated by court action.

Example:

"In view of the foregoing facts, the State Department of Social Welfare finds that the home of the petitioners is suitable, but that the minor is not legally free for adoption. It therefore consents to the adoption (if SDSW consent necessary) and recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be granted, provided the court determines that the mother is entitled to sole custody of the child."

or

"In view of the foregoing facts, the State Department of Social Welfare finds that the home of the petitioners is suitable, but that the minor is not legally free for adoption. It therefore consents to the adoption (if SDSW consent necessary) and recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be granted, provided the presumption of legitimacy is overcome by proper court action."

- (d) If the certificate of the superintendent of a state hospital or State Director of Institutions given in lieu of consent states that "in his opinion" the parent will not be capable of controlling the child in a proper manner.

Example:

"In view of the foregoing facts, the State Department of Social Welfare finds that the home of the petitioners is suitable and that the minor's welfare will be promoted by the adoption. It therefore consents to the adoption (if SDSW consent necessary) and recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be granted, provided the court finds that the certificate of the State Director of Institutions and/or superintendent of the state hospital is acceptable and that the child is legally free for adoption."

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2118-00 (Continued)

(Continued) 2118-00

- (b) If the minor's background is questionable or undesirable, as outlined under Sec. 2680-00, but the petitioners are desirous of consummating the adoption, and it has been determined that his welfare will be served by the adoption, no statement should be made as to the adoptability of the child.

Example:

"In view of the foregoing facts, the State Department of Social Welfare finds that the welfare of the minor will be promoted by the adoption and that the home of the petitioners is suitable. It therefore accepts the consent of the natural mother (or parents), consents to the adoption (if SDSW consent necessary), and recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be granted."

- (c) If there is question as to the suitability of the petitioners' home but removal of the child is not desirable and the adoption is being approved, the statement as to the suitability of the home should be omitted but the statement should be made that "the minor's welfare will be promoted by the adoption."

Example:

"In view of the foregoing facts, the State Department of Social Welfare finds that the minor is a proper subject for adoption and that his welfare will be promoted by the adoption. It therefore recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be granted."

## 2. Conditional Approval

- (a) If there is to be action under Sec. 224 in lieu of the father's consent.

Example:

"In view of the foregoing facts, the State Department of Social Welfare finds that the home of the petitioners is suitable, but that the minor is not legally free for adoption. It therefore recommends that the adoption be granted, provided necessity for the father's consent is eliminated under the provisions of Sec. 224 of the Civil Code."

- (b) If action has been initiated, but not completed, to have the child declared free from custody and control of the parent or parents.

Example:

"In view of the foregoing facts, the State Department of

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2118-00 (Continued)

2118-00

of Social Welfare finds that the home of the petitioners is suitable but that the child is not a proper subject for adoption. It therefore recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be denied."

or

"In view of the foregoing facts, the State Department of Social Welfare finds that the home of the petitioners is suitable, but that it has been unable to determine that the child is a proper subject for adoption. It therefore recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be denied."

- (2) If the investigation has been completed and the adoption appears to be socially desirable but there is some obstacle which cannot be cleared at the time, denial may be made without prejudice.

Example:

"In view of the foregoing facts, the State Department of Social Welfare finds that the home of the petitioners is suitable but that the minor is not legally free for adoption. It therefore recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be denied without prejudice to the petitioners."

(b) Recommendation of Plan for the Child

This may be a recommendation that the child be returned to his parents, or that he be allowed to remain in the home of the petitioners, or that he be referred to an adoption agency for placement for adoption, or that he be placed under the supervision of an agency, or that he be made a ward of the court and removed from the home of the petitioners, and should give details of the plan.

2120-00 COURT REPORT - AGENCY ADOPTIONS

2120-00

The agency shall file a report to the court on every petition in which it joins. Since the fact that it has made the placement and joined in the petition signifies its approval of the home, the report may be a brief one, covering the identity and background of the child, the date of the relinquishment or relinquishments to the agency, brief statements about each petitioner, and a statement that the agency approves and consents to the adoption. See Sec. 2122-00, Outline for Court Report by Adoption Agency Placing Child and Joining in Petition.

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2118-00 (Continued)

2118-00

- (e) If any other legal point is left for the court's determination.

Example:

"In view of the foregoing facts, the State Department of Social Welfare finds that the home of the petitioners is suitable and that the minor is a proper subject for adoption if no further consent is necessary. It therefore gives its consent and recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be granted, provided the court finds that the minor has not been legitimated under the provisions of Sec. 230 and that the natural father's consent is not necessary."

### 3. Denial

The basis for the denial should be outlined carefully in the summary paragraph. The recommendation should be in two parts, the first recommending that the petition be denied and the second recommending a suitable plan for the child.

#### (a) Recommendation of Action on the Petition

- (1) If there is any question as to the suitability of the home, if the child is not a proper subject for adoption, or if the investigation is incomplete in any respect.

Example:

"In view of the foregoing facts, the State Department of Social Welfare recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be denied."

or, if the consent of the SDSW is necessary:

"In view of the foregoing facts, the State Department of Social Welfare refuses to give its consent to the adoption of \_\_\_\_\_ by \_\_\_\_\_ and \_\_\_\_\_ and recommends that the petition be denied."

or, if the parents have signed consent but have not withdrawn it:

"In view of the foregoing facts, the State Department of Social Welfare finds that the home of the petitioners is not suitable and recommends that the petition of \_\_\_\_\_ and \_\_\_\_\_ for the adoption of \_\_\_\_\_ be denied."

or,

"In view of the foregoing facts, the State Department

(Section Continued on Next Page)

2122-00 (Continued)

2122-00

3. If the agency's investigation shows anything in the background of the parent to contraindicate acceptance of the minor, or if information on any of the points indicated above is unknown, a statement of the facts should be included.

4. Verified information as to marital status.

D. Relinquishment

A statement showing when signed by each parent and the date filed with the SDSW.

E. Adopting Parents

1. A brief statement of the agency's investigation giving the following information on each adopting parent: age, race, nationality or nationality-descent, religion, education, occupation; verified information on health, marriage, and citizenship; and the agency's evaluation of the adopting parents.
2. A brief statement of the attitudes of other children and any other members of the household.
3. A brief statement in regard to the home environment.
4. A statement of the evaluation given by references.

F. Recommendation

Suggested paragraph:

In view of the foregoing facts the \_\_\_\_\_ consents to the adoption of \_\_\_\_\_ by \_\_\_\_\_ and \_\_\_\_\_ and recommends that the petition for adoption be granted.

Name of Agency

2125-00 COURT REPORT - STEPPARENT ADOPTIONS

2125-00

The probation officer of the county in which the petition is filed is responsible for making the investigation and report and recommendation to the court. No order of adoption can be made by the court until after the probation officer has filed his report and it has been considered by the court. (Sec. 227a Civil Code)

2130-00 COPY OF REPORT TO ATTORNEY FOR THE PETITIONERS

2130-00

Whenever any report or findings are submitted to the court, a copy of such report or findings must be submitted to the attorney for the petitioners, if they have an attorney, and otherwise to the petitioners. Copies of the consent or relinquishment shall not be attached. (Sec. 226, Civil Code)

2135-00 COURT HEARING - PRIVATE

2135-00

All Superior Court hearings in adoption proceedings shall be held in private, and the court shall exclude all persons except the officers of the court, the parties, their witnesses, counsel, and representatives of the agencies present to perform their official duties under the laws governing adoptions.



2120-00 (Continued)

2120-00

The following documents should be filed with the court report:

1. Relinquishments - originals
2. Acknowledgment by the SDSW
3. Waiver and approval of the SDSW.

The law requires that a copy of the court report shall be sent to the attorney for the adopting parents. It is not necessary to attach copies of the documents.

2122-00 OUTLINE FOR COURT REPORT BY ADOPTION AGENCY  
PLACING CHILD AND JOINING IN PETITION

2122-00

No information shall be included in the court report unless it is substantiated elsewhere in the case record through correspondence, narrative, or otherwise.

A. Opening Paragraph

Suggested:

1. The \_\_\_\_\_, an organization licensed by the State Department of Social Welfare in conformity with Section 224m of the Civil Code, having joined with \_\_\_\_\_ and \_\_\_\_\_ in the petition for the adoption of \_\_\_\_\_ presents its report.

or

2. The \_\_\_\_\_ being licensed by the State Department of Social Welfare and authorized under Section 224m of the Civil Code, presents its report in the matter of the adoption of \_\_\_\_\_ by \_\_\_\_\_ and \_\_\_\_\_.

B. The Minor

1. A brief paragraph giving name as shown on petition, date of birth and place.
2. A brief paragraph showing date of placement by the agency, the length of time the placement was supervised, and a statement of the adjustment of the minor to the petitioners.
3. A brief statement regarding the child as a proper subject for adoption, with a paragraph giving developmental history, medical or psychometric reports and legal status.

C. Parents (same information on both natural parents if possible)

1. Brief history giving age, race, nationality, religion, education and occupation but omitting their names.
2. Health, including medical and/or psychometric reports.

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## 2147-00 DENIAL - INDEPENDENT ADOPTION

2147-00.

A. If the State Department of Social Welfare or county adoption agency recommends that the petition for adoption be denied, it shall:

1. File a full report with the court recommending a suitable plan for the child
2. Appear before the court for the purpose of representing the child. (Sec. 226B, Civil Code)

B. Filing Report

1. The report of the State Department of Social Welfare or county adoption agency recommending denial of an adoption petition shall be accompanied by a notice to the county clerk that recommendation is denial; that in accordance with the law, the State Department of Social Welfare or county adoption agency will appear at the hearing to represent the child; and that it requests notice of the hearing.

If the recommendation of denial is based on the fact that the home of the petitioners is not suitable for the child, the notice to the county clerk shall also request that the report be referred to the superior court for review. (Sec. 226, Civil Code)

2. If the report of the State Department of Social Welfare or county adoption agency recommends denial of an adoption petition and the agency will appear at the hearing to represent the child, a copy of the report should be sent to the legal counsel for the agency. (Copy of report need not be submitted to the agency counsel if the hearing is to be postponed awaiting clearance of legal technicality or other obstacle.)

C. Setting the Case for Hearing

It is the responsibility of the petitioners' attorney to set the case for hearing, but if the recommendation is denial, the attorney may neglect or refuse to set it. If so, it shall be the responsibility of the State Department of Social Welfare or county agency to set it.

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2140-00 COURT APPEARANCE

2140-00

A. Appearance

The person or persons desiring to adopt a child and the child proposed to be adopted must appear before the court. (Secs. 227 and 227aa, Civil Code)

Exception

Provision is made for exception if the adoptive parent is commissioned or enlisted in the military service or auxiliary thereof of the United States, or any of its allies, or in the American Red Cross, and appearance is impossible or impractical. In such cases appearance may be made for such person by his or her counsel, commissioned and empowered in writing to do so. (Sec. 227, Civil Code)

B. Examination by Court

The court must examine all persons appearing before it, each separately. When appearance is made by counsel, the court may, in its discretion, cause such examination of the adoptive parent, other interested party, or witness to be made upon deposition, as it deems necessary. (Sec. 227, Civil Code)

C. Agency Representation

There is no legal requirement that the investigating agency or agency making the placement shall have a representative in court if the recommendation is approval, and it is not customary to be so represented, except upon request of the court, the petitioners, or their attorney.

If the recommendation is denial, or if the petitioners withdraw their petition or have it dismissed but the parents consent is unrevoked, the law provides that the SDSW or public adoption agency shall appear before the court to represent the child.

2145-00 ACTION TO GRANT THE ADOPTION

2145-00

- A. If the court is satisfied that the interests of the child will be promoted by the adoption, the party or parties adopting shall execute or acknowledge an agreement in writing that the child shall be treated in all respects as a lawful child of the party or parties.

In those cases where the adopting parent is permitted to appear by counsel the agreement may be executed and acknowledged by such counsel for such absent parent or may be executed by such absent parent before a notary public or any other person authorized to take acknowledgments, including the persons authorized by Sections 1183 and 1183.5 of the Civil Code. (Sec. 227, Civil Code) The court shall thereupon make an order awarding the custody of the child to the adopting parent or parents. (Sec. 227, Civil Code)

- B. The petition, relinquishment, agreement and order, and any power of attorney and deposition must be filed in the office of the county clerk and shall not be open to inspection by any person other than the parties to the action and their attorneys, and the State Department of Social Welfare, except upon the written authority of the judge of the Superior Court. (Sec. 227, Civil Code)

A. Appeal may be filed in the Superior Court of the county in which the petition is filed. (Sec. 226, paragraph 9, Civil Code)

1. By the natural parent or parents, or
2. By the petitioners.

B. Grounds for appeal are:

1. Failure or refusal of the State Department of Social Welfare or county adoption agency, within 180 days from the date of the filing of the petition, or the expiration of any extension of time granted by the court, to accept the consent of the natural parent or parents; or
2. Failure or refusal of the State Department of Social Welfare or county adoption agency to give its consent to an adoption in those cases where its consent is required.

C. The procedure is as follows:

1. The clerk of the court shall immediately notify the State Department of Social Welfare of such appeal.
2. The State Department of Social Welfare or county adoption agency shall file a report of its findings and the reason for its failure or refusal to consent or to accept the consent of the natural parent. A copy of the report must be sent to the attorney for the petitioners, or if they have no attorney, to the petitioners. If there is no further information to add to the full report already filed, the report can be a statement that there is no new information and that the recommendation of the State Department of Social Welfare or county adoption agency is based on the findings contained in the final report.
3. After the filing of the findings of the State Department of Social Welfare or county adoption agency the court may, if it deems that the welfare of the child will be promoted by the adoption:
  - (a) Allow the signing of the consent by the natural parent or parents in open court,
  - (b) If the appeal is from the refusal of the State Department of Social Welfare or county adoption agency to consent, grant the petition without such consent.



2147-00 (Continued)

2147-00

If notice of hearing is not received within thirty days after the filing of the report, the State Department of Social Welfare or county adoption agency should arrange for the hearing. The agent should consult with the legal counsel for the agency to determine whether the agent or legal counsel will discuss the matter with attorney for the petitioners and, if necessary, will contact the county clerk requesting that the case be set for hearing, and that notice of hearing be given to all parties.

If denial is recommended because of an obstacle, legal or otherwise, which may be cleared within a reasonable length of time (such as an action to declare the child free from custody and control of his parents, pregnancy of the woman petitioner, or the need for further time to observe the development or adjustment of the child), the hearing can be deferred awaiting clearance of the obstacle and the filing of a supplemental report. This will necessitate the setting up of a signal or tickler system by the district office or the county agency on all such denials so that the case may be set for a hearing and a plan approved by the court if the obstacle cannot be cleared.

#### D. Court Appearance

A representative from the State Department of Social Welfare or county adoption agency and/or legal counsel for the agency shall appear to represent the child at all hearings on adoption petitions where the court report has recommended that petition be denied.

2155-00 (Continued)

2155-00

- (4) Discuss with the Attorney General the report which the Department is required to file with the court, and anything further he may wish from the Department.
- (5) File a full report with the court within 60 days.
- (6) On receipt of the notice of time and place of hearing, notify the Attorney General (in the proper district office) of the time and place of hearing, and arrange for the appearance of a representative of the Attorney General at the hearing. (AGO NS 755)

W.C.C. Action following Setting Aside of Decree of Adoption (Sec. 227c, Civil Code)

1. The court:

- (a) Shall direct the district attorney or a psychopathic probation officer, or any suitable person, to take proceedings under the respective chapter of the Welfare and Institutions Code relating to commitment of insane or feebleminded or epileptic persons as the case may be.

- (b) It may also make such order relative to the care, custody, or confinement of the child pending the proceedings as it sees fit.

The county in which the adoption proceedings were had shall be liable for the support of the child until he shall have been declared sane, or restored to capacity, and in any event until he is able to support himself.



## 2155-00 ACTION TO SET ASIDE ADOPTION

2155-00

A. A decree of adoption may be set aside by the court (Sec. 227b, Civil Code):

1. If any child adopted under the provisions of the Adoption Law
  - (a) Shows evidence of being feeble-minded, epileptic, or insane;
  - (b) As a result of conditions prior to adoption;
  - (c) Of which conditions the adopting parent or parents had no knowledge or notice prior to entry of the decree for adoption.
2. If such facts are proved to the satisfaction of the court, and
3. If the petition setting forth such facts is filed within five years after entering of the decree of adoption.

B. Procedure

1. The clerk of the Superior Court of the county wherein the action is brought shall immediately notify the State Department of Social Welfare of the action, and shall also notify the Department of the time and place of hearing.
  - (a) Within 60 days after such notice the State Department of Social Welfare shall file a full report with the court and shall appear before the court to represent the child.
  - (b) The Department (Adoption Bureau) will send acknowledgment of the receipt of the notice to the clerk of the Superior Court with a copy to the attorney for the petitioners.
  - (c) The agent to whom the case is assigned shall:
    - (1) Write the Attorney General, attention the deputy in charge, at Sacramento, San Francisco, or Los Angeles depending upon the location of the local office of the Department handling the matter (1) that an action has been brought, (2) the name of the agent assigned to the case, and (3) request that he represent the Department in the action;
    - (2) Make as complete an investigation of the petition as may be necessary to determine the facts in the case;
    - (3) Prepare and forward to the Attorney General (in the proper district office) a statement of the facts pertaining to the adoption, including all the information possessed by the Department as to the knowledge of the adopting parents of the child's condition prior to the entry of the decree of adoption.

(Section Continued on Next Page)

2. The State Department of Social Welfare will send notice to the district office or to the county adoption agency.
3. The agent to whom the case is assigned should:
  - (a) Notify the legal counsel for the agency of the action, requesting that he file an appearance for the agency on behalf of the child, determine with him who will be responsible for any contacts with the attorney of the natural parent(s) and of the petitioners, and discuss the report which the department or the county agency will file.
  - (b) Interview the natural parent(s) and make as complete an investigation of parent's plan as may be necessary.
  - (c) Interview the petitioners and investigate their plan for the child, including their attitude toward the natural parent(s) and the withdrawal of consent.
  - (d) Secure available information on child.
4. The agent shall file a full report with the court. It should be specifically stated that the report does not cover the entire adoption investigation; that a report and recommendation on the adoption petition will be filed separately. The areas of the adoption study not covered by the investigation of the petition to withdraw consent should be clearly outlined. The report should be discussed with the legal counsel for the agency before it is filed and a copy should be forwarded to him.
5. The county clerk will notify the State Department of Social Welfare of the date and place of the hearing. The State Department of Social Welfare will notify the district office or county agency of hearing. If the hearing is not set within a reasonable time, the agent should discuss with the legal counsel arrangements for setting it.
6. On receipt of the notice of time and place of hearing, the agent should notify legal counsel and arrange for appearance at the hearing.

#### E. Hearing

The law provides that:

1. The hearing shall be held in chambers and the court reporter shall report the proceeding and his fee shall be paid from county treasury on order of the court.
2. At the hearing, the parties may appear in person or with counsel. The State Department of Social Welfare or county adoption agency shall appear to represent the child.

(Section Continued on Next Page)



## 2157-00 ACTION ON PETITION FOR APPROVAL OF WITHDRAWAL OF CONSENT

2157-00

A. Filing

1. Request for approval of withdrawal of consent may be made by motion or the natural parent(s) may file a petition for withdrawal of consent with the clerk of the superior court where the adoption petition is pending.
2. There is no fee connected with the filing of this petition.

B. Form of Petition

The petition shall be in writing but there is no required form. It may be prepared by either the attorney for the natural parent(s) or by the parent(s) acting as their own attorney. The department will make available on request to the natural parent(s) or their attorney an outline which may be used in the preparation of the petition.

C. Content of Petition

The petition should show why the parent wishes to withdraw consent. It is desirable to include in the petition the following points regarding the child and the natural parents:

1. Child

- a. Name of child, including any variations if the child has been known by several names.
- b. Birthdate and birthplace of child.
- c. Name of person or persons to whom the consent for adoption of child was given.
- d. Date of consent.

2. Natural parent(s)

- a. Name of Parent(s)
- b. Marital status of natural parent(s)
- c. Reasons for the desire of the natural parent(s) to withdraw consent.
- d. Plan of the parent(s) for the care of the child.

D. Procedure

1. The clerk of the court by means of notice of subsequent action (Form Ad-28) will notify the State Department of Social Welfare of the filing of the petition for approval of withdrawal of consent.

(Section Continued on Next Page)

2170-00 CONFIDENTIAL INFORMATION

2170-00

A. Release of Information in Case Records

If any of the following public or private welfare agencies specified in Section 227aaa of the Civil Code: (1) the Juvenile Court, (2) any county welfare department, (3) any public welfare agency, or (4) any private welfare agency licensed by the SDSW requests information concerning an adoption petition, either pending at the time or closed, the information may be furnished to it if the agent and supervisor consider that the welfare of the child will be promoted thereby. Pertinent information may be given either verbally or in writing. The narrative shall show what information was given, when, and to whom.

Although the welfare of the child is the determining factor in releasing information, the agency should exercise care in the investigation to protect all parties, particularly the natural parents, in requests which it may make to other agencies, institutions, or individuals for information regarding the proposed adoption.

Care should be exercised in requesting school records, even though the parent may have signed an authorization for release of information. In requesting school records, it is not necessary to state that the mother has had a child or that the request is in connection with an adoption.

B. Use of Information Given Confidentially

If information has been given on written authorization by the parent or petitioners, it may be used in the court report or released to other agencies as provided in Section 227aaa of Civil Code.

If information is obtained from any other agency or any individual other than a reference, without authorization, it should be treated as confidential and should not be included in the court report without the permission of the informant.



2157-00 (Continued)

2157-00

3. If the court finds that withdrawal of consent to adoption is reasonable in view of all the circumstances and that withdrawal of consent will be for the best interests of the child, the court shall approve the withdrawal of the consent; otherwise the court shall withhold it approval.

F. Appeal from Action on Petition for Approval of Withdrawal of Consent

Any order of the court granting or withholding approval of a consent to an adoption may be appealed from in the same manner as an order of the juvenile court declaring any person to be a ward of the juvenile court. (Sec. 226a, Civil Code)

2160-00 ACTION TO DETERMINE PARENTAL RELATION

2160-00

An action may be brought for the purpose of having declared the existence or non-existence between the parties of the relation of parent and child by birth or adoption. (Sec. 231, Civil Code)

When the determination of the parental relation is necessary in an adoption case, it must be by separate action from the adoption proceedings. The action can be heard, however, at the time of the adoption hearing by the court transferring its attention from the adoption case to the civil action. The matter can be presented by the attorney as he sees fit. A written petition is not necessary, if the court is satisfied with a verbal presentation.

2165-00 ADOPTION RECORDS

2165-00

The petition, relinquishment, agreement, order, and any power of attorney and deposition must be filed in the office of the county clerk and shall not be open to inspection by any other than the parties to the action and their attorneys and the State Department of Social Welfare except upon the written authority of the judge of the Superior Court. (Sec. 227, Civil Code)

2175-00 (Continued)

2175-00

B. Attorney's Fees

Petitioners are responsible for any attorney's fees incurred by them.

C. Agency Fees - Public Agencies

There are no fees for the services of the SDSW or county adoption agency in investigating an independent adoption, and no fees for the services of the county adoption agency to natural parents or adopting parents in placing a child relinquished to it.

The county adoption agency at the time of filing a favorable report may require the adopting parents to reimburse it, up to \$200, for the cost of the care of the child from the time of relinquishment until placement for adoption. (Sec. 225p, Civil Code)

D. Agency Fees - Private Agencies

A private agency may charge a fee for service, based upon an actual sharing of costs of service, and clearly defined as such at the time of the application by the prospective adoptive parents. Placement of a child shall not be contingent upon or determined by payment of a fee.



2175-00 COSTS IN ADOPTION

2175-00

A. Court Costs

There are no filing fees nor court costs in an adoption action. There may be costs to the petitioners if other court action related to the adoption is necessary as follows:

1. If the child is declared free from custody and control of his natural parents, there may be fees involved for service of citation and cost of publication in the newspaper of citation.
2. If the consent of the father is eliminated under Sec. 224, Civil Code, there may be costs for personally serving him with the copy of the citation of the hearing, or for serving him by publication.
3. If depositions are necessary under Secs. 227 and 227a, Civil Code, there may be fees for taking them.

(Section Continued on Next Page)

2210-00 (Continued)

2210-00

- (e) The certificate may be signed for the Director of the Department of Institutions or by the Deputy Director. The authority for this is contained in Sec. 865, Political Code, which provides that each deputy possesses the powers and may perform the duties attached by law to the office of his principal, unless otherwise provided for.

2215-00 THE CHILD'S CONSENT

2215-00

The consent of a child, if over the age of 12 years is necessary to its adoption. (Sec. 225, Civil Code) The law does not specify whether this consent shall be written or oral, nor in whose presence it shall be signed. The following methods are used:

A. In an independent or stepparent adoption:

1. Written consent signed before a notary public may be secured by the attorney and filed with the petition;
2. Written consent may be signed in the presence of the Judge of the Superior Court at the time of the adoption hearing;
3. Before the investigating agency files its report to the court, it must ascertain whether the child wishes to be adopted by the petitioners. In an independent adoption, written consent may be signed in the presence of the agent of the SDSW or county adoption agency.

B. In an agency adoption:

The agency will ascertain whether the child wishes to be adopted by the foster parents before it joins in the petition for adoption.

2220-00 PETITIONERS CONSENT

2220-00

- A. Each spouse must consent to the adoption of the child by the other spouse, provided the husband or wife is capable of giving such consent. This is true whether both spouses join in the petition or one spouse petitions. (Sec. 223, Civil Code)
- B. The law does not specify whether this consent shall be written or verbal, or in whose presence it shall be signed.
  1. It is customary to have such consent signed in court.
  2. Such consent is sometimes secured in writing, witnessed by a notary and filed by the petitioners or their attorney.



2210-00 (Continued)

2210-00

The procedure for Securing Certificate in Lieu of Consent of Parent Committed to State Hospital is as follows:

- (a) When a parent of a child to be adopted is an inmate or patient of a State hospital, a clearance with the State hospital should be made before a certificate of the State Director of Institutions or the superintendent of the State hospital is requested in lieu of consent, as every person committed to a State hospital would not necessarily be incapable of "supporting or controlling the child in a proper manner."
- (b) As soon as it is learned that the parent is in a State hospital or on parole from one, clearance with the hospital should be initiated. Since every case presents a different situation, the clearance will of necessity be based on the facts of the case. The following points, however, should always be cleared:
  - (1) Date and place of commitment.
  - (2) Terms of commitment.
  - (3) Whether or not a guardian has been appointed; if so, the date and place.
  - (4) Whether the person is on parole, or parole is contemplated.
  - (5) Social History.
  - (6) Diagnosis.
  - (7) Prognosis.
  - (8) Whether in the opinion of the superintendent of the hospital or the Director of Institutions the patient is, or will be, capable of supporting or controlling the child in a proper manner.
  - (9) Whether or not the parent's condition would have hereditary significance affecting the adoptability of the child.
- (c) If the prognosis is good or the superintendent or director states that in his opinion the patient will be capable of supporting and controlling the child in a proper manner, the consent of the parent to the adoption (or relinquishment if it is an agency adoption) will be necessary. Ordinarily if the patient were on parole, the official would not sign the certificate.
- (d) The certificate may be accepted when the statement that the parent will not be capable of controlling or supporting the child in a proper manner is qualified by such phrases as "I believe" or "in my opinion." In such cases, however, the recommendation in the court report should be made conditionally, provided the court finds that the provisions of Sec. 224-4, Civil Code, have been met.

(Section Continued on Next Page)

2335-00 EXTENT OF STUDY

2335-00

An adequate investigation will include not only the gathering of facts in regard to the adoption, but an analysis and evaluation of the facts obtained. The value of the recommendation will depend upon the validity of the findings. Methods for obtaining and verifying information will vary with the individual case.

- A. If the recommendation is to be approval, the investigation should be complete in every respect.
- B. If the recommendation is to be denial, the investigation should be complete unless the parents have not consented or have withdrawn their signed consent and the child has been removed from the home of the petitioners. The fact that the child is no longer in the home should be verified before filing an incomplete report recommending denial. On all other denials the agent will be responsible for making and recommending to the court a suitable plan for the child. (See Secs. 2147-00 and 2380-00)
- C. If the petition is dismissed, the case should not be considered closed until it is determined that the child has been removed or what plan is to be made for him. If the parents have consented to the adoption and their consents have not been revoked, a report shall be filed with the court recommending a suitable plan for the child. If the child is to remain in the home, the recommendation may be that the foster parents be made guardians of the child or the home may be referred to the accredited agency for a boarding home license. (See Sec. 2380-00)



2330-00 THE OBJECTIVES OF THE STUDY

2330-00

The objectives of the study are to determine:

- A. Whether the parent's consent is voluntary, and given only after full consideration of possible satisfactory alternatives which might be possible through the child's family or through community resources.
- B. Whether the child is legally free for adoption.
  - 1. That the parent's consent, properly executed, is given where required.
  - 2. That the parent's consent, where otherwise required is not necessary under provisions of Sec. 224, Civil Code.
- C. Whether the child is suitable for adoption, from the standpoint of health, heredity, intelligence and personality.
- D. Whether the petitioners' motives for adoption are sound.
- E. Whether the petitioners are suitable adoptive parents for this child, consideration being given to age, health, emotional stability, harmonious home life, understanding of children, financial security, cultural level, and background.
- F. Whether the child is well adjusted in the petitioners' home.
- G. Whether adoption will provide opportunity for the full development of the child's potentialities.
- H. Whether the child will be brought up in a religious faith acceptable to his natural parents if that is known. If the petitioners are not of the same religious faith as the child's parents, this subject should be discussed with the parents and their express approval should be given before their consent to the adoption is accepted by the SDSW.

2370-00 (Continued)

2370-00

feeble-mindedness, tuberculosis, diabetes, exzema, or allergies, commitments to state or private hospitals or prisons (secure details).

Some discussion of family life, social problems, if any; whether they were known to an agency; mother's relationship to her family, past and present.

Which relatives know about the child? Would the mother permit discussion of plans with relatives? Did any participate in planning for adoption?

5. Health: Physical and mental, including institutional records, if any, Usual health and any history of unusual illness, physical, mental or nervous disorders. Information should be obtained regarding medical care received by the mother and record of physician's examinations, laboratory tests for venereal diseases, tuberculosis, etc., if any. Name and address of present physician. Name and address of doctor attending the birth of the child; statement of health during pregnancy and delivery; prenatal care.
6. Religion: Church membership, if any. If no active religious connection, what was background or former training; preference for religious training of child.
7. Marriages and dissolutions: Secure names of spouses, date and places of marriages; date, place and nature of dissolution; if divorce, separation, or annulment, what is reason given by mother. Mother should be told that it will be necessary to verify information given regarding marriages and dissolutions.
8. Children: Other than child being adopted. Secure names, dates, and places of birth; present address; if not with mother, what plans did she make for them; education; if in school, name of school, grade; developmental history--was it usual; if retarded in walking, talking, etc., record and give mother's explanation; health--any unusual illness; occupation, if employed. Do they know about the child who is being adopted?
9. Child to be Adopted: Name as given on birth certificate and other names used. Place of birth, date of birth; name of hospital where born; if not born in hospital, give address. If child not placed at birth, give history of development to the time of placement. Did mother care for child or what was plan for care? Health history; i.e., congenital diseases, childhood diseases, immunization.
10. Placement: Date made, was it continuous? If interrupted, explain. When was plan for placement made? Why was placement made? Were other plans considered? Did mother know about adoption agency services? Did she reject them and why? Who assisted in making

(Section Continued on Next Page)



2370-00 (Continued)

2370-00

If the child has been previously adopted, information regarding the natural parents shall be obtained from the adoptive parents and from the court and agency records which are available. The adoptive parents shall be interviewed for information on the development of the child, his adjustment in their home, and the reason for the second placement.

### B. Timing and Number of Interviews

It is important that the petitioners be interviewed, if possible, prior to the interview with the natural parents, as the parents should have information regarding the petitioners and the care the child is receiving in their home before making a decision as to their consent to the adoption. If it has not been possible to interview the petitioners prior to the interview of the natural parents, it should be made clear to the parents that, although the consent once signed may not be withdrawn except with court approval, the fact that they have signed the form does not necessarily mean that the adoption will be approved; that should the investigation result in a recommendation of denial by the SDSW or county adoption agency, it may be necessary for the agency to contact them to make another plan for the child.

### C. Content of the Interview

The interviews with the parents should cover the following information. The outline which is also issued as Form Adop M67, "Information Concerning Parent of Child to be Adopted," covers the same information and may be used as a guide during the interview and in recording. In some instances all the information may be obtained in one interview but in other instances several interviews may be necessary before all points are covered.

1. Introduction: Date, persons interviewed, place of interview.
2. Mother: The agent should secure the present name, maiden name and any aliases; the usual and present address of the mother. She should also record a brief description of the mother, showing height, weight, color of eyes, color of hair and general coloring. She should also give a brief statement of the mother's personality, temperament and general impression created.
3. Background: Date and place of birth, nationality descent, education (if age at completion of grade or high school deviates markedly from the usual age at completion, agent should discuss reasons), employment or employment history, special talents, hobbies and aptitudes which might be of interest to the petitioners.
4. Relatives: Mother, father, siblings: Secure names, addresses, education, health, occupation--present and usual (also discuss briefly mother's grandparents, uncles and aunts, to show educational and occupational pattern for family). Any history of unusual illness, physical or mental, or nervous defects, epilepsy,

(Section Continued on Next Page)

It should be kept in mind that all parents retain legal responsibility and some rights up to issuance of the court order granting the adoption and, therefore, they should be considered and included in making any plans for the child.

If the recommendation of denial is made because the child is not a proper subject for adoption, because he is of questionable or unknown background and is too young for adequate physical or mental testing, or because some statutory provision has not been met but the home appears to be a suitable home in which he is receiving good care and the petitioners wish to keep him, the plan may be that he be allowed to remain in the home.

In some such instances, the plan which offers the greatest protection to the child may be legal guardianship, in others it may be that the petitioners obtain a boarding home license, or if the child is in the home of a relative, that he remain as a member of the household without change in legal status.

If a recommendation of denial has been made because the home is not suitable, or the petitioners have withdrawn their petition or move to have it dismissed, the natural parents, except in unusual circumstances, shall be notified unless they have been deprived of custody and control by court action or have relinquished the child to an agency. Even though the parents may be available, it will not necessarily follow that the best plan will be for the child to be returned to them. Although they may be unwilling or unable to provide proper care or might be unfit parents, they may be able to plan for him with the agency or to bring into the planning other members of the family or might wish to relinquish him to an adoption agency for placement by it.

If the parents cannot be reached or refuse to assume any responsibility, the agency will have full responsibility for making the plan. In every instance, the plan should be a workable one, the details of which have been worked out and agreed upon by the persons involved. If the plan proposed is that the child be placed in the home of a relative, it should be based on a full study of the home and on the agreement by the relative to accept the child if the court approves the plan. If the plan is that the child be placed with an adoption agency, it should be based on an agreement on the part of the agency to accept the child for study or care and on the part of the parents to relinquish the child to the agency. If the plan is for foster home placement under the supervision of an agency, it should be based on an agreement by the agency to accept the child and availability of a suitable foster home.

In any instance in which the home is unsuitable either by reason of the character of the petitioners or the treatment being given the child and the petitioners are unwilling to give the child up voluntarily, the case should be discussed with the Probation Officer and, if possible, an agreement obtained from him that he will accept the case. If the situation warrants, the court report should be filed at once and the agency should ask for an immediate hearing on the denial. If necessary, referral to the Probation Officer may be made by the agency verbally or in writing before the court report is filed but giving all essential information. If this is done, the court report as well as the narrative dictation should contain a full statement of the information given, when given, to whom, and action taken or in process.

In most instances in which the plan involves removal of the child from the home of the petitioners, it will probably be necessary or advisable to recommend that the child be made a court ward as a first step in the planning.



2370-00 (Continued)

2370-00

placement, i.e., physician, nurse, mutual friend? (Secure this information in detail, including name and address, and organization, if any, with which the individual was connected.)

Are petitioners related to mother, or friends over a long period? If the mother and the petitioners were not acquainted before, how long have they known each other? Has the mother been in the petitioner's home? How much does she know about the petitioners? Mother's evaluation of the home? Does she understand that all her contacts with her child may be broken? Did the petitioners pay medical or confinement expenses, assist her financially in any way? Does this influence her consent?

If the mother still does not know the petitioners, does she wish further information?

Does she have any preference regarding the racial or educational background of petitioners?

11. Father: Secure the same information as shown for mother. If the mother of the child is unmarried, the agent should examine the facts to see if there is a possibility that the child may have been adopted by the father under Section 230 of the Civil Code. (See Sec. 2620-00)

#### 2380-00 RESPONSIBILITY FOR PLANNING FOR CHILD

2380-00

While the primary objective of the investigation and report to the court by the SDSW or county adoption agency in an independent adoption is to protect the child who is the subject of the adoption, the agency has the additional responsibility for making a suitable plan for the child in those situations in which for some reason a change in the adoption plan is proposed, has been made, or in its opinion should be made.

The need for the agency to make and recommend a suitable and workable plan which will offer protection to the child may arise out of either of the following situations in both of which the child is, in fact, without a parent having full custody and responsibility for him at the time:

1. The agency as a result of its investigation of the adoption petition may find that the adoption should be denied.
2. The petitioners who have accepted the child may decide not to proceed with the adoption even though the parents may have signed consent and not revoked it.

There can be no set pattern for the plan, as the reason for the denial or dismissal, the particular family situation, the age of the child, his special needs, the community resources, and other factors, will have to be taken into consideration.

(Section Continued on Next Page)

for license only when it meets a need not already met and when its program is coordinated with other community welfare services.

(b) Private Child Placing Agencies

Non-Profit and Philanthropic Nature

The agency must be organized and operated on a non-profit and philanthropic basis.

Such an organization must be coordinated with the other social services in the community.

The existence of a social agency is justified only when it meets a definite need not already met, and when its program is coordinated with other community welfare services.

The agency should be a member of or eligible to membership in the council of social agencies of the community in which it operates.

Incorporation

The agency should be incorporated under Div. I, Part IV, Title XII of the Civil Code on non-profit corporations.

A corporation is better able to discharge the obligations and assume the responsibilities required for an acceptable standard of child care.

The Articles of Incorporation of an incorporated agency stating the purpose of the agency in broad terms must be filed with the Secretary of State at Sacramento, and copies of the Articles of Incorporation and amendments made thereto must also be filed with the State Department of Social Welfare.

Constitution and By-Laws

Regardless of whether the agency is incorporated, a constitution shall be established setting forth the purpose of the organization, and a copy of such constitution and the by-laws shall be filed with the State Department of Social Welfare. The by-laws shall set forth the functions of the corporation and the means whereby the functions are to be carried out.

(Section Continued on Next Page)



2420-00 (Continued)

2420-00

LICENSE REQUIRED TO ENGAGE IN CHILD PLACING

No person, association, or corporation shall, without first having obtained a written license or permit therefor from the SDSW or from an inspection service approved or accredited by the Department:

- A. Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
- B. Engage in the finding of homes for children under sixteen years of age or place any such child in any home or other place, either for temporary or permanent care or for adoption. (Excerpt Sec. 1620, Welfare and Institutions Code)

Any persons other than a parent or any organization, association or corporation that, without holding a valid and unrevoked license or permit to place children for adoption issued by the SDSW, places any child for adoption is guilty of a misdemeanor. (Sec. 224q, Civil Code)

Any county may apply for, and the State Department of Social Welfare may issue to any county officer or county agency designated by the county making the application, a license under Chapter 1 of part 3 of Division 2 of the Welfare and Institutions Code, to perform the home-finding and placement functions specified in subdivision (b) of Section 1620 of said code, to investigate, examine, and make reports upon petitions for adoption filed in the superior court in that county, to act as a placement agency in the placement of children for adoption, to accept relinquishments for adoption, and to perform such other functions in connection with adoption as the State Department of Social Welfare deems necessary, or to do any of them. (Sec. 225m, Civil Code)

PART I - ADMINISTRATION

(SECTIONS AS THEY APPLY SPECIFICALLY TO COUNTY ADOPTION AGENCIES OR PRIVATE CHILD PLACING AGENCIES ARE INDICATED)

1. Organization(a) County Adoption Agencies

The agency must be designated by the County Board of Supervisors as the single public agency in the county through which adoption services will be offered. It will be considered

(Section Continued on Next Page)

## 2490-00 REQUIREMENTS APPLICABLE TO COUNTY ADOPTION AGENCIES ONLY

2490-00

A. Placement of Relinquished Children

The county agency shall accept for service in the adoption program only children living in the county of application at the time of requesting service.

Ordinarily the agency shall place children relinquished to it only in approved homes in that county, but under certain circumstances it may be desirable for the child to be placed in another county or area of the state. In those instances placement may be arranged through a state-wide adoption agency or another county adoption agency. These cases shall be cleared through the SDSW.

The county agency shall accept applications only from individuals who are residents in that particular county.

B. Investigation of Independent Adoptions

The agency shall have responsibility for the investigation of independent adoption petitions filed in that county and referred by the SDSW and shall give reciprocal service on adoption cases to the SDSW or other county adoption agencies.



A. Case Material Regarding the Relinquishment Program

1. The Child

- (a) Notice of initial acceptance of child by the agency, whether for study or for care.
- (b) In public agency adoptions, a notice, to be submitted in duplicate, of taking relinquishment, giving name of child, name of parent signing, date signed, and the date on which it is estimated that reimbursement for cost of care should begin.
- (c) A certified copy of the relinquishment or notice of procedure in lieu of relinquishment accompanied by face sheet on the child.
- (d) Notification of placement for adoption or replacement which shall show the name of the child placed, date of placement, and the names of the couple with whom the child is placed.
- (e) At the conclusion of the supervisory period, notice that the agency approves the completion of the adoption and will join the adopting parents in the petition to the court.
- (f) In public agency adoptions, a notice, to be submitted in duplicate, of termination of care other than by placement for adoption, of children relinquished to the agency.

2. Applicants

Notice of application.

B. Statistical Reports

The agency shall furnish such statistical information and reports as the State Department of Social Welfare shall require.

C. Action by State Department of Social Welfare on Material Submitted

- 1. Acknowledge receipt of relinquishment.
- 2. Notify the agency of cross reference material.
- 3. Issue its waiver following receipt of necessary documents and information.

2620-00 (Continued)

2620-00

If the natural father claims to have adopted the child under Sec. 230, but is willing to give his consent to the adoption, consents may be taken from both parents on the joint custody form. If he is unwilling to consent, the investigation and report should cover thoroughly all five points listed in the section, which would include an interview with the wife of the natural father, if he is married, and probably interviews with other members of his family. While refusal on his part to allow his wife to be interviewed would be indicative of his failure to meet all conditions, it should not be considered conclusive evidence of the fact. The agent should get as much information as possible and report all the facts to the court. In such an instance the agent would proceed on the basis of consent signed by the natural mother only.

2625-00 MARRIAGE AND DISSOLUTION OF MARRIAGE

2625-00

The following shall be verified:

A. Natural Parents

1. Marriage of parent or parents at time of child's birth.
2. Previous marriages of mother, and termination of each by death, divorce, or annulment.
3. First marriage of mother subsequent to child's birth.

B. Petitioners or Applicants

1. Present marriage
2. Previous marriages of both
3. Termination of each previous marriage by death, divorce, or annulment.

2630-00 IDENTIFICATION

2630-00

Proof of identity of the parents shall be requested where indicated.

2635-00 EMPLOYMENT

2635-00

Applicants' or petitioners' current employment shall be verified either by correspondence with the employer (Authorization Form Adop M21 and Verification Form Adop M29), or through satisfactory verifications in the possession of the petitioner or applicant. If the current employment has been for less than a year the last previous employment should also be verified.



2610-00 DOCUMENTARY EVIDENCE - ORDER OF PREFERENCE

1. A certified copy of the document (certified to by the proper officer in whose custody the records are kept);
2. A certified photostatic copy of the document;
3. The original document upon which appears the notation by the proper authority that it has been recorded in the proper public file;
4. Letter or form from the proper official in whose custody the records are kept stating that the document is recorded;
5. Original document not marked;
6. Photostat of original document not marked recorded.

2615-00 BIRTH

2615-00

If the child's birth has been registered, the birth certificate, or a copy thereof, should be obtained. If the birth was not registered within one year after birth, other verification of the identity of the child may be accepted in lieu of the birth certificate, such as a baptismal certificate, hospital records, other documentary evidence, or affidavits of persons having knowledge of the time and place of the child's birth.

2620-00 LEGAL STATUS OF CHILD

2620-00

Complete information regarding the legal status of the child shall be obtained to show whether the child is legitimate, illegitimate, orphan, half-orphan, left without means of identification, declared free from custody and control of his parent or parents, or a child having a legal guardian of his person and/or estate.

When a child has been abandoned without provision for its identification, abandonment proceedings under Section 701 of the Welfare and Institutions Code will not be necessary if there has been compliance with the provisions of the Health and Safety Code and a certificate of finding has been issued, or if the child has been declared a foundling by Juvenile Court action.

If there is any doubt as to the status of the child, however, either by reason of the circumstances of the finding, or if it appears that sufficient effort has not been made to establish its identity an adjudication of abandonment shall be required. (AGO NS5322)

If the child has been declared free from the custody and control of his parents in an action in another jurisdiction, an authenticated copy of the court order will be necessary; that is, the county clerk should certify that the order is a true copy of the original and the judge should certify that the clerk is the clerk of the court and has the custody of the document.

In connection with the adoption of every illegitimate child, consideration shall be given to the question of whether there has been an adoption under Sec. 230, Civil Code. (See Sec. 2070-00)

If there is an indication that the child may have been legitimated under Sec. 230, or if the alleged father claims joint custody, he should be interviewed. If, during the interview, he says that he has not adopted the child, nor acknowledged it as his own publicly, a report of his statement may be included in the court report to show that he does not have joint custody and that his consent is not necessary.

(Section Continued on Next Page)

4 LICENSING AUTHORITY OF S.D.S.W. 4Welfare and Institutions Code, Sections 1620-1630

Sec. 1620. No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the Department:

- a. Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business or receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
- b. Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption. (Excerpt W & IC 1620)

Sec. 1621. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Sec. 1620 of this Code and the Department may, by a member, or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service.

Sec. 1622. The State Department of Social Welfare may delegate such of its authority as it deems best to an approved and accredited inspection service. This service shall be either the health department of a county or other political subdivision which maintains at least one regularly licensed physician, or a qualified social service department, either of which has been approved in writing by the State Department.

Sec. 1623. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.

Sec. 1624. Application for renewal of a permit or license shall be filed ten days prior to its expiration each year. If the application is not so filed, the license or permit is automatically canceled.

(Section Continued on Next Page)

**FILED**

in the office of the Secretary of State  
of the State of California

**OCT 31 1949**

At 11:15 o'clock *a* M.

FRANK M. JORDAN, Secretary of State

By \_\_\_\_\_  
Deputy



## 3 LICENSED PLACEMENT AGENCIES IN CALIFORNIA

3

The following agencies have been licensed by the State Department of Social Welfare to place children for adoption:

A. The Children's Home Society of California

Headquarters: Los Angeles - Telephone ROchester 1141  
3100 West Adams Boulevard

Branch Offices: San Diego - Telephone Main 5019  
645 A Street

Oakland - Telephone TRinidad 2-3347  
6515 Outlook Avenue

San Francisco - Telephone UNderhill 1-3272  
345 Franklin Street

Bakersfield  
946 Baker Street

Santa Ana - Telephone KI 3-2635  
1104 West 8th Street

B. The Native Sons' and Native Daughters' Adoption Agency, Inc.

Headquarters: San Francisco - Telephone MARket 1-4178  
1095 Market Street

Branch Office: Los Angeles - Telephone OLYmpia 4105  
3924 Sunset Boulevard

C. The Adoption Institute

248 West Manchester Boulevard - Telephone ORchard 1-7300  
Inglewood ORegon 8-2509

D. St. Anne's Adoption Service

2830 Council Street - Telephone EXposition 1216  
Los Angeles

E. Bureau of Adoptions, Los Angeles County Department of Charities

205 South Broadway  
Los Angeles

F. San Diego County Department of Public Welfare

Room 008, Civic Center - Telephone FRanklin 7641  
San Diego

G. Tuolumne County Welfare Department

Court House - Telephone 614  
Sonora

H. Tulare County Welfare Department

408 East Murray Street, P. O. Box 671  
Visalia

I. Fresno County Welfare Department

944 L Street - Telephone 4-5905  
Fresno

MAIN OFFICE  
SACRAMENTO  
616 K STREET  
14

LOS ANGELES OFFICE  
MIRROR BUILDING  
145 SOUTH SPRING STREET  
12

SAN FRANCISCO OFFICE  
GRAYSTONE BUILDING  
948 MARKET STREET  
2

STATE OF CALIFORNIA

## Department of Social Welfare

MYRTLE WILLIAMS  
DIRECTOR

Sacramento 14  
October 28, 1949

ADDRESS REPLY TO:

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

My dear Mr. Jordan:

Attached are three copies of Manual Letter No. 135 which are being filed in accordance with Section 11380 of the Government Code.

These regulations were adopted by the State Social Welfare Board in so far as they pertain to ANC pursuant to the powers conferred upon it by the Welfare and Institutions Code, Section 103, on October 19, 1949.

Very sincerely yours,

*Myrtle Williams*  
MYRTLE WILLIAMS, Director  
Department of Social Welfare

468:b5  
Attachment

ENDORSED  
FILED  
in the office of the Secretary of State  
of the State of California  
OCT 31 1949  
ALL 11:15 a clock  
FRANK M. JORDAN, Secretary of State  
By CHAS. J. HAGERTY, Deputy



Title 22 Ch.

Certified as a Regulation (or  
Regulations) of the

Dept of Social Welfare  
(Name of State Agency)

Margie Williams  
(Signature)

Director  
(Title)

10-28-49  
(Date)

MYRTLE WILLIAMS  
Director

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE

616 K STREET  
SACRAMENTO 14  
October 28, 1949

MANUAL LETTER NO. 135

The attached revisions are to be entered in your Manual of Public Assistance Policies and Procedures and revision numbers 469 and 470 entered and cancelled on the separator of the Financial Procedures Chapter.

These revisions were adopted with respect to ANC by the Social Welfare Board on October 19, 1949, and are effective December 1, 1949.

Sec. 645-66 has been revised to clarify the method for claiming federal participation in the cost of the use of automotive equipment drawn from a county operated motor pool.

Department Bulletin No. 360A is now obsolete.

**FILED**

In the office of the Secretary of State  
of the State of California

OCT 31 1949

At 11:15 o'clock *PM* M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*  
Deputy



645-66 (Continued)

645-66

If an automobile is traded in and another purchased, the added cost of the transaction, if not directly chargeable to a program, shall be charged to overall expenditures.

The amount of Blue Book value applicable in transfer of an automobile to another county agency shall be handled as an abatement to expense as of the date of transfer. The sale of an automobile (other than a trade-in) shall be handled as an abatement of expense in the amount realized from the sale.

#### Automotive Maintenance and Operation

Automotive up-keep expenses, such as gasoline, oil, lubrication, repairs, etc., when disbursed from the welfare appropriation, will be listed as maintenance and operation and, if not directly allocable to program, shall be posted to overall expenditures and allocated as such.

#### Claims for Motor Pool Costs

If a county welfare department makes use of automotive equipment drawn from a county operated motor pool which is supported by an appropriation other than the welfare department appropriation, and the purchase price has not been claimed previously, it may claim federal participation for its share of the cost of use of such automotive equipment including amortization of purchase cost by either of the following methods:

1. If a county has established a method of cost distribution to all county agencies in which the prorated charge is arrived at in a manner which equitably and fairly distributes such equipment costs, the county welfare department may claim for cost of use based on such method.
2. If there is no established method of prorating motor pool equipment costs to the various agencies in a county, the county welfare department may include in its claim for cost of use, amortization of the purchase cost on the basis of an estimated life of 100,000 miles. Such amortization may be based on actual costs of individual units or an average cost of different classes of automobiles and trucks, in which event, a redetermination of this average cost shall be made at least annually.

If the cost of the use of automotive equipment is claimed by either of the above methods, a record shall be kept in the county fully identifying automobiles used, by make, model and serial number, showing the date of each trip, the name of the employee making it, and the number of miles travelled. Claim for reimbursement will be allowed only if such records, with all the necessary information, are on file in the county and readily available for inspection.

Full details of the proposed method of claiming shall be submitted for SDSW approval with the initial monthly claim. (FSS-Admin.)

**645-55 EXPENDITURES FOR COST OF MEMBERSHIPS IN ORGANIZATIONS  
OAS, ANB, ANC****645-55**

Federal participation may be claimed for the cost of memberships in organizations providing services for the advancement of health, welfare and community organization activities, including Merit System Agency membership in organizations providing services for the advancement of personnel administration. These costs will be deemed necessary for proper and efficient administration if these conditions are met:

1. The expenditure is permissible under law;
2. The expenditure is only for agency memberships, not individual memberships;
3. The membership is in a nonprofit international, national, state or local organization;
4. The services provided are reasonably related to the administration of the particular program;
5. The cost of the membership is reasonably related to the value of the services or benefits received; and
6. The expenditure is not for membership in an organization which devotes a substantial part of its activities to influencing legislation. (FSS-Admin.)

**645-61 ABATEMENTS FROM SELF-SUPPORTING ACTIVITIES  
OAS, ANB, ANC****645-61**

When a county claims for costs of administration of any activity which is either wholly or partially self-supporting, revenue received from the activity shall be reported to the SDSW as an abatement of expenses applicable to such activity. Any form of abatement, such as rebates, refunds, merchandise returns, etc., shall be reported in the following manner:

The county reports the total amount of the payment to be applied to each month and the programs to be credited, the SDSW makes allocation of costs and adjusts the net amounts on administrative claims for the current month. (FSS-Admin.)

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**Claim of Purchase Price**

The purchase price may be claimed, and when so claimed shall be entered as a capital outlay item on the Administrative Expense Worksheet (Form DFA 64A). Any portion not chargeable as an extraneous or a program expenditure shall be charged as an overall expenditure.

(Section Continued on Next Page)



MYRTLE WILLIAMS  
Director

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE

616 K STREET  
SACRAMENTO 14  
October 28, 1949

MANUAL LETTER NO. 135

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645-66 (Continued)

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(Section Continued on Next Page)

MYRTLE WILLIAMS  
Director

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE

616 K STREET  
SACRAMENTO 14  
October 28, 1949

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645-66 (Continued)

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(Section Continued on Next Page)



Title 22 Ch 2

MAIN OFFICE  
SACRAMENTO  
616 K STREET  
14

LOS ANGELES OFFICE  
MIRROR BUILDING  
145 SOUTH SPRING STREET  
12

SAN FRANCISCO OFFICE  
GRAYSTONE BUILDING  
948 MARKET STREET  
2

STATE OF CALIFORNIA

## Department of Social Welfare

MYRTLE WILLIAMS  
DIRECTOR  
Sacramento 14  
October 28, 1949

ADDRESS REPLY TO:

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

My dear Mr. Jordan:

Attached are three copies of Department Bulletin No. 376 issued by the State Department of Social Welfare which is being filed in accordance with Section 11380 of the Government Code.

The regulations contained in the bulletin were approved by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code, Section 103, on October 19, 1949.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

*Myrtle Williams*  
MYRTLE WILLIAMS, Director  
Department of Social Welfare

468:b5  
Attachments

**FILED**  
In the office of the Secretary of State  
of the State of California

OCT 31 1949

At 11:15 o'clock *AM*  
FRANK M. JORDAN, Secretary of State  
By *John J. [Signature]* Deputy

Certified as a Regulation (or  
Regulations) of the

State Dept of Social Welfare  
(Name of State Agency)

Myrtle Williams  
(Signature)

Director  
(Title)

10-28-49  
(Date)



MYRTLE WILLIAMS.  
Director

W812103

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE

616 K STREET  
SACRAMENTO 14

October 20, 1949

DEPARTMENT BULLETIN NO. 376 (ANC)

TO: COUNTY WELFARE DEPARTMENTS  
COUNTY BOARDS OF SUPERVISORS  
COUNTY AUDITORS  
LOS ANGELES JUVENILE COURT  
SAN FRANCISCO JUVENILE COURT  
CHILDREN'S INSTITUTIONS

Subject: ANC Revision of Policy and  
Procedure with Respect to  
Income and Resources

The attached regulations, adopted by the Social Welfare Board on October 19, 1949, to be effective November 1, 1949, include changes and clarifications in the ANC policies and procedures relative to income.

The material supersedes the following portions of the Manual of Policies and Procedures insofar as they pertain to ANC:

Income Chapter  
Relatives Chapter

Section 153-40  
233-25  
233-30  
233-35

Section 233-40  
233-45  
234-05

The "Table of Contents" lists all the sections contained in the attachment.

Very sincerely yours,

*Myrtle Williams*  
MYRTLE WILLIAMS, Director  
Department of Social Welfare

Attachments

**FILED**

In the office of the Secretary of State  
of the State of California

OCT 31 1949

At 11:15 o'clock *a* M.  
FRANK M. JORDAN, Secretary of State  
By *Chas. J. [Signature]* Deputy

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## Sec. 1 INCOME REQUIREMENTS

1

All income and resources available for the support of the child shall be determined and related to total needs to establish that a child is "needy." Potential income and resources shall be explored and developed so that they can be made available and related to needs.

## Sec. 2 DEFINITION OF INCOME

2

For purposes of ANC, income shall be considered if it meets the following criteria:

1. Available--actually usable and not potential
2. Predictable--received with sufficient regularity to be counted on to meet essentials of living
3. Net--remainder after deducting expenses incidental to the receipt of the income
4. Current--received in the month of board action with respect to assistance for that month, or received in the two months preceding board action with respect to assistance for those months.

Income may be in cash or in kind. Income in kind is usually in the form of food, shelter, fuel, or clothing and may come from relatives or friends as a contribution, may be in payment for work, or may be produced by the family.

Regardless of the period over which the income accrued, it shall be considered for meeting the needs of the month in which it was received. Cash income remaining at the end of the month in which it was received becomes personal property on the first day of the following month.

Income which is small in amount, unpredictable either as to amount or time of receipt, and of short duration, shall not be considered in determining the amount of the assistance payment.

Such income may be derived from:

1. Occasional employment of parents
2. Occasional earnings of children
3. Occasional rental of rooms
4. Occasional small gifts in cash or kind.

## Sec. 3 SOURCES OF INCOME

3

Income may be derived from a number of sources including the following:

1. Earnings of members of the family budget unit
2. Persons living in the household who are not members of the family budget unit

3. Parent living outside the home making a contribution under court order or on a voluntary basis
4. Insurance, pensions, and other benefits; e.g., Unemployment Insurance Benefits, Disability Insurance Benefits, Workmen's Compensation, Old Age and Survivors Insurance, Servicemen's Allowances, allotments from inmates of penal institutions, payments from industrial concerns, unions or lodges, civil or military pensions, annuities, trust funds, etc. Exception: A single payment of the entire benefit or award is considered personal property, not income.
5. Rental of real property or rental of rooms
6. Interest or dividends on or rental of personal property
7. Sale of crops, increase of livestock, or other farm products
8. Private agencies or individuals
9. General relief, except county supplementation.

## Sec. 4 RESPONSIBILITY OF RELATIVES

4

The county shall determine whether there are relatives responsible for the support of the child. Assistance shall not be denied or withheld pending this determination.

Parents are responsible for the support and care of their children, natural or adopted. Responsibility for support ceases if a parent has been deprived of custody and control of the child by action of the Juvenile Court under W&IC 701 or the parent has relinquished the child for adoption and the relinquishment has been filed with the SDSW.

For purposes of ANC, the word "father" includes:

1. The father not married to the mother, if paternity is established
2. The divorced father, whether or not he has custody
3. The father of an unborn child, whether or not he is married to the mother
4. The mother's husband unless the presumption of paternity has been refuted.

The mother shall not be required to work to provide partial or full support for her children.

If deprivation of parental support or care is due to the death, continued absence, or incapacity of the mother, and the father cannot meet living expenses according to the ANC standard, assistance shall be granted as long as the children are otherwise eligible. The father shall be urged to accept available employment.

If one or both parents are absent, the total financial resources of both parents shall be determined if possible. Usually the applicant is able to provide information about the absent parent, his resources, and his interest in the child, such as:

1. Whereabouts of the absent parent
2. Reason for his departure



3. His present occupation, income, resources
4. His known obligations, health, dependents
5. His interest in the family: attitude towards the child; Does he write home? Visit? Send gifts or remembrances? Respond to family emergencies?
6. Arrangement for support payments: Are they voluntary or by court order? Amount and regularity of their receipt.

Establishment of paternity is not required in order to grant assistance or to help the family make living plans. However, efforts to establish paternity shall be continued.

If it is determined that the child's interests can best be served by legal action, the county shall make referral to the proper legal agency for actions such as the following:

1. Locating the absent parent
2. Determination of paternity
3. Obtaining financial support.

Ordinarily the father and mother are entitled to custody, services, and earnings of the unmarried minor child. The mother is entitled to the custody, services, and earnings of an illegitimate child. The earnings of a minor shall be considered income to the family budget unit, unless the child is emancipated.

The parents may relinquish to the child the right of controlling him and receiving his earnings. Such a release is called emancipation. The parent may emancipate the minor as to his entire earnings or income and yet retain full parental control of him in all other respects; the emancipation may be either expressed or implied; that is, it may be expressed in writing or orally, or by the actions of the parent and child.

If it appears that the emancipation was made for the purpose of qualifying a member of the family for assistance or for a greater amount of assistance than that to which they would otherwise be entitled, such emancipation shall be considered ineffectual.

There is a presumption that a child living under the parental roof is not emancipated, and, in order to establish emancipation in such instances, clear and convincing evidence sufficient to refute the presumption must be presented. Such evidence may be that emancipation was made prior to the application for assistance or that the need of assistance was due entirely to factors other than the emancipation.

The child not living under the parental roof shall, on the declaration of the parents, be considered to be emancipated if he is using his earnings and income for his own support. This presumption of emancipation may be refuted by clear and convincing evidence that the parent has not emancipated the child and is, in fact, appropriating any portion of the child's earnings or income.

Example: If the child has been permitted by the parent to retain his earnings without an accounting to the parent, such child would be deemed emancipated in respect to his earnings.

To assist further in determining emancipation, the following should be ascertained:

1. Did the child obtain his job through his own efforts or was the job obtained by his parents?
2. Does the child collect his own pay?
3. Does the child retain his portion of his earnings and turn over only the amount agreed upon to the parent?

A stepfather is not legally responsible for the support of his stepchildren even though he is able to support them. However, inclusion of the stepfather in the county's planning with the family may increase his interest in giving needed care and guidance to his stepchild. He may also, voluntarily, provide partial support if he is able.

Since the husband is responsible for his wife, a stepfather who is able shall assume support for his wife even if he is unwilling or unable to contribute to the financial support of the stepchildren. A stepparent who is needy shall be included in the family budget unit.

Adult children and non-needy emancipated minors are not responsible for their brothers and sisters.

#### Sec. 5 DETERMINATION OF INCOME-GENERAL

5

The amount of income received by the parents and children shall be determined. A redetermination shall be made whenever there is a change in income and also at the time of the annual reinvestigation. Although it is the responsibility of the applicant to keep the county informed of changes in income, the county shall be alert to possible changes and shall follow all clues indicating the possibility of a change.

All sources of income shall be explored with the applicant, who is usually able to supply the necessary information. This may be done through receipts or correspondence in his possession or by his securing necessary statements. The county shall assist the applicant when he has difficulty in supplying this information.

The case record shall support the determination that the income is actually available, predictable, net, and current.

#### Sec. 6 DETERMINATION OF INCOME SPECIFICALLY DESIGNATED FOR A CHILD

6

Income specifically designated for a child by court order or by the terms of the agency or person providing the income shall be determined and considered as follows:

1. If the child's total needs (including the total needs of the caretaker) in accordance with the ANC standard, is greater than the income available, the child is in need. In this situation, the child and the caretaker are included in the family budget unit, and the income is considered as available to the family.



2. If the child's total needs (including the total needs of the caretaker) in accordance with the ANC standard, is less than the income available, the child is not in need. In this situation the child and the caretaker are excluded from the family budget unit, and the income is not considered available to the family.

Example: A minor child living with his mother (who is the caretaker) and four minor brothers and sisters has separate income of \$95 per month, received as the result of an accident. The child's and the mother's needs total \$85, including food, clothing, personal needs, recreation, transportation, insurance, medical care, and their prorated share of housing, utilities, household operations, education and incidentals, telephone, and special needs common to the household in accordance with the ANC standard. Assistance is granted for the four brothers and sisters, but not for this child and the mother since the income meets their need. The surplus income may not be applied to the needs of the brothers and sisters since it is specifically designated for the one child.

## Sec. 7 DETERMINATION OF INCOME IN THE FORM OF GOODS AND SERVICES

7

If goods or services (such as food or clothing, etc.) are received, a determination shall be made as to whether these represent income, and if so, the money value of such income.

In determining the money value, the unit cost given in the latest Cost Schedule shall be used. The amount of goods on which a money value is placed shall be limited to that quantity included in the ANC standard.

## Sec. 8 DETERMINATION OF INCOME FROM PERSONS LIVING IN THE HOUSEHOLD

8

All earnings received by the parents and child shall be determined.

### A. Parents

The net monthly income from the parent's earnings shall be computed by deducting from his take-home pay (the amount he receives after all involuntary deductions) the actual expenses incurred because of the employment which includes:

1. Additional food - the cost of lunches or other meals necessarily purchased away from home due to employment.
2. Additional clothing - the cost of purchase of clothing for employment. While the purchase of new clothing may not be necessary, employment may result in increased cost of clothing replacement.
3. Laundry and cleaning service - the cost of laundry and cleaning service, if necessary because of employment
4. Transportation - the cost of transportation incident to employment
5. Union dues - if paid
6. Equipment - the cost of tools or other equipment necessary for the employment
7. Other expenses incident to the employment, such as cost of care of children while the mother works.

B. Minors

The county shall determine whether or not the minor is emancipated since this affects the treatment of income.

1. Earnings of Unemancipated Minor - The net monthly income to the family budget unit from the unemancipated minor's earnings shall be determined by deducting from his take-home pay (the amount remaining after all obligatory deductions are made) the following:
  - a. 25% (not to exceed \$15) of the take-home pay for personal incidentals, increased recreational needs, and community participation
  - b. An amount which may be set aside by the minor from earnings for future educational plans agreed upon with the county
  - c. The actual expenses incurred because of the employment, as follows:
    - (1) Additional food - the cost of lunches or other meals necessarily purchased away from home due to employment
    - (2) Additional clothing - the cost of purchase of clothing for employment. While the purchase of new clothing may not be necessary, employment may result in increased cost of clothing replacement
    - (3) Laundry and cleaning service - the cost of laundry and cleaning service if necessary because of employment
    - (4) Transportation - the cost of transportation incident to employment
    - (5) Union dues - if paid
    - (6) Equipment - the cost of tools or other equipment necessary for the employment
    - (7) Other expenses incident to the employment.
2. Earnings of Needy Emancipated Minor - The emancipated minor under 18 who is needy shall be included in the family budget unit and his net earnings deducted as income. An emancipated minor is needy if his net earnings do not cover his total needs (including his prorated share of household expense). In determining the net income from the earnings of the emancipated minor, the same method is used as that outlined above for the employed parent.

C. Persons Not Members of the Family Budget Unit

Net income to the family budget unit from persons in the household, including the non-needy emancipated minor and the adult child, shall be determined by deducting from their actual payment food in accordance with the ANC Cost Schedule, if he eats at home, and the individual's prorated share of household operations, utilities, and rent (or housing expense).

If a person paying board and/or room is living in the household, the net income to the family budget unit shall be determined by deducting from the boarder's and/or roomer's actual payment the following expenses:

1. The actual cost of food, if boarding



2. The person's prorated share of rent or housing expenses
3. The person's prorated share of utilities and household operation expenses plus any amount by which the cost of a utility exceeds the allowance given in the Cost Schedule
4. Laundry, cleaning, and replacement of linen expenses incident to the rental of a room.

If a recipient of OAS, SB, or APSB is living with the ANC family and he contributes to the family, the net income to the family shall be determined by deducting from the total amount contributed the OAS (or SB) food allowance and the prorated share of household operations, utilities, rent (or housing expenses), and special needs common to the household.

If a recipient of OAS, SB, or APSB is living with the ANC family and his entire grant is pooled with the family, the net income to the family shall be determined by deducting from the total amount pooled with the family the need items for such an individual in accordance with the OAS (or SB) basic needs figures for food, transportation, clothing, incidentals and personal needs, special needs, if any, and the prorated share of household operations, utilities and rent (or housing expenses), plus \$10 regular expenses incident to blindness in the SB or APSB cases.

The present OAS - SB basic needs are as follows:

Food - - - - -	\$28.50
Housing- - - - -	15.00
Utilities- - - - -	6.30
Clothing - - - - -	6.20
Housing, Maintenance and Replacement - - - -	4.50
Transportation - - - - -	4.50
Incidentals- - - - -	<u>10.00</u>
Total	\$75.00

## Sec. 9 DETERMINATION OF AMOUNT OF CONTRIBUTION FROM AN ABSENT PARENT

9

If the parent is not under court order to support, the county shall determine the ability and willingness of the absent parent to contribute to the support of the child. The county shall obtain information from the applicant regarding the amount of payment, if any, for the child and also the parent's financial ability to contribute to the support of the child. If the information from the applicant is incomplete or if it appears that the absent parent is able to contribute more than he actually is, the county shall obtain the necessary information from the absent parent.

The determination of the parent's ability to contribute takes into consideration all aspects of his financial circumstances, including:

1. Living plan (whether maintaining a household, boarding, paying rent and taking meals out, etc.)
2. Income
3. Monthly expenditures necessary for maintenance, such as:
  - a. Costs of food, shelter, clothing, etc.
  - b. Expenses incident to employment
  - c. Cost of support and care of other dependents
  - d. Legal obligations, debts, medical and dental needs, etc.

The case record shall show the parent's estimated monthly expenses and the contribution he should be able to make.

If the parent is under the court order to contribute, the county shall accept the finding of the court as the determination but may investigate the income of the parent living apart from his child. However, if the county learns that the parent's financial circumstances have improved subsequent to the court's finding, the county should make referral to the court or other proper agency for reconsideration of the amount of contribution.

A court order is not evidence that the amount specified is being contributed by the absent parent. The county shall determine the amount of the contribution. If the applicant is unable to provide this information, a statement shall be accepted from the probation officer, or other responsible agent, or the person to whom, or through whom the money is paid. Assistance shall not be denied or withheld because of the refusal or failure of an absent parent to contribute to the support of his children in accordance with his financial ability.

#### Sec. 10 DETERMINATION OF INCOME FROM UNEMPLOYMENT INSURANCE

10

The applicant is the primary source of information regarding the receipt of Unemployment Insurance Benefits. Usually the applicant has documents which establish the receipt and amount of benefits.

If the applicant cannot supply information and his employment records indicate the receipt of, or eligibility for, Unemployment Insurance benefits, he shall be requested to obtain the required information at the local Unemployment Insurance Office.

#### Sec. 11 DETERMINATION OF INCOME FROM OLD AGE AND SURVIVOR'S INSURANCE

11

The applicant is the primary source of information regarding receipt of OASI. If he has claimed OASI, he can usually show his award certificate or notice of disallowance.

If the county learns that a claim for OASI has been filed but the applicant cannot produce the award certificate, disallowance letter, or other satisfactory evidence about the status of the claim, the county may request information from the Bureau of OASI. In that event the county shall complete Form DPA 1, Request for Federal Old Age and Survivor's Insurance Information, in quadruplicate and send the original and two copies to the local field office of the Bureau of OASI. One copy shall be retained in the case record.

If a claim has been acted upon, the appropriate part of the form will be filled in, and one copy returned to the county. If a claim has been filed but not acted upon, a notation to that effect will be entered on a carbon copy of the form and it will be returned. The field office will notify the county later of the final action on the claim.

If the county finds it necessary to request information from the Bureau of OASI, the applicant's signed authorization for release of information is not required but the necessity for securing the information should be explained to him.



If the county learns that an applicant may be eligible for OASI, he shall be referred to the local OASI field office. The county should give him an original and two copies of Form DPA 1 to give or send to the field office. If he files a claim, the field office will make a notation to this effect on a copy of the form, return it to the county, and will notify the county when final action is taken on the claim. If no claim is filed because the person is obviously not entitled to OASI benefits, all copies of the form will be returned to the county with an explanation why he is ineligible. If a person is apparently eligible for OASI benefits but does not wish to file a claim, all copies of the form will be returned to the county with a statement regarding his apparent eligibility and unwillingness to file a claim. (See Sec. 20, Development of Benefits as a Resource.)

In rural areas where traveling distance to the field office is not convenient for referral, there is an "itinerant service." The county should communicate with the OASI field office to obtain a schedule of this service and to make necessary arrangements for the applicants, presumptively eligible for insurance payments, to be interviewed. The county should furnish the field office with the name, address, social security number, and name of the insured if the prospective claimant is other than the worker under whose account benefits may be payable.

In order that the Form DPA 1 shall be forwarded to the local field office only when presumptive eligibility exists, the use of Form DPA 2, Inquiry Form for Determining Presumptive Eligibility of a Wage Earner for OASI Benefits and Form DPA 3, Inquiry Form for Determining Eligibility of Other than a Wage Earner for OASI Benefits, is suggested. These are work sheets and are not forwarded to the OASI field office. Their use by the county is optional when all information covered by them is included in the case record.

The Bureau of OASI recommends that each county designate one of its staff as liaison officer between the county and the OASI field office to discuss eligibility problems or questions of procedure.

## Sec. 12 DETERMINATION OF INCOME FROM RAILROAD RETIREMENT ANNUITIES OR BENEFITS

12

Information regarding the amount of retirement annuity received by a retired or totally disabled railroad employee, or the amount of benefits paid to his beneficiary, shall be determined. If the applicant does not have letters in his possession which establish the amount of the annuity or benefits, the county shall obtain the information, with the consent of the applicant.

The former employee, his guardian, or his beneficiary shall be required to authorize the release of such information by signing Form CA 223, Authorization for Financial Investigation, and indicating his RRB number. The signature shall be witnessed by two persons who know the employee. The full addresses of the witnesses shall be included. One copy of Form CA 223 shall be sent to the Railroad Retirement Board accompanied by a letter giving full identifying data and requesting the desired information and giving the reason for the request.

Inquiries to the Railroad Retirement Board may be addressed to the nearest district office or to the Railroad Retirement Board, 844 Rush Street, Chicago, Illinois.

The applicant usually has an award letter giving the complete information regarding the amount of the serviceman's allowance. If additional information is required, it shall be secured from the Office of Dependency Benefits.

Since the Office of Dependency Benefits has consistently maintained that its relationship is solely with servicemen and their dependents, the county should not write the ODB about particular case situations except as a last resort. If necessary, the county may assist in the preparation of the inquiry but should not be identified with it. The inquiry should include the serial number of the serviceman, his present address, and other identifying information. Omission of identifying information may result in delay or in many cases make a reply impossible.

Sec. 14 DETERMINATION OF INCOME FROM INMATES OF PENAL INSTITUTIONS

14

Allotments from inmates of penal institutions shall be determined.

The applicant shall furnish, if possible, the information regarding the amount of such income.

Whether an allotment can be secured from a relative who is an inmate of a penal institution shall be explored with the applicant. The applicant shall be advised of the right of a dependent to obtain allotments from an inmate of a penal institution. Information regarding the eligibility of dependents of inmates of penal institutions for allotments can be obtained by contacting the penal institution or Division of Highways, Prison Road Camps, P. O. Box 1499, Sacramento, California, if the inmate is in a prison road camp in California.

The county shall notify the Division of Highways, Prison Road Camp, or the penal institution when assistance is discontinued for a person receiving an allotment.

Sec. 15 DETERMINATION OF INCOME FROM PRIVATE AGENCIES OR OTHER SOURCES

15

The amount of income received from a private social agency or similar source, such as a fraternal or benevolent association or service club, shall be determined.

If the applicant is unable to give complete information, the county may, communicate directly with the agency providing income. This may be helpful in determining the amount, nature, and duration of the income, and in working out joint plans for the welfare of the family.

Sec. 16 DETERMINATION OF INCOME FROM REAL PROPERTY

16

Net income from real property is that which is available after deducting from the gross monthly rental the expenses incident to its use. Principal payments on encumbrances are not allowable expenses incident to rental of real property.

If the property is owned, allowable expenses include the following: taxes, assessments, interest on encumbrance payments, insurance, utilities, upkeep, and major repairs. In computing allowable expenses, yearly amounts of fixed items such as taxes or insurance payments shall be prorated on a monthly basis.



If a complete unit is rented, the county shall determine the cost of upkeep and repairs by either of the following methods:

1. Deduct from the gross monthly rental the amount actually expended each month for upkeep and repairs for each unit, or
2. Deduct 15% of the gross monthly rental plus \$4.17 a month for each unit. If this method is used, no additional allowance is made to cover the actual expenditures for upkeep and repair.

The applicant's statement regarding amount received from rental of property and expenses incident thereto may be accepted if it is clear, complete, and consistent. The applicant usually has tax bills, encumbrance payment books, or other documents which will determine the amounts of fixed expenses.

That portion of payments from the sale of real property, sold under contract of sale, title not passing, which represents principal payments is considered conversion of property from real to personal property. Interest included in such payments represents income. Interest payments on prior encumbrances shall be considered in determining the amount of such income.

For determination of income from rental of rooms see Sec. 8, Determination of Income from Persons Living in the Household, Item C.

#### Sec. 17 DETERMINATION OF INCOME FROM PERSONAL PROPERTY

17

Income in the form of interest on money, bank or building or loan accounts, bonds, and dividends upon stock, or other returns from personal property shall be determined.

If the applicant does not have or cannot secure the necessary information, the worker shall make the necessary inquiries at official sources. The parent's signature on the Form CA 228, Authorization for Financial Investigation, or similar form gives the worker authority to request information necessary to make the determination. It is unnecessary to make a routine check of banks, post offices, etc., unless there is some indication of the presence of income.

If disability benefits are available from insurance policies, the amount received shall be determined. The applicant may have letters or documents showing the amount.

Net income from use (rental) of equipment such as trucks, tractors, etc., shall be determined by deducting from the rental received the expenses necessary to maintenance.

#### Sec. 18 DETERMINATION OF INCOME FROM CROPS OR LIVESTOCK

18

Net income from the sale of crops or other farm products is income to be considered for the month in which it is received. Net income shall be determined by deducting from the gross income the expenses which are incident to its receipt.

The following expenses are among those considered when applicable: taxes, assessments, interest, water, necessary repair and minor replacement of buildings or equipment, seed, fertilizer, insecticides, pruning, cultivation and harvesting costs, rental of equipment, wages, etc. Principal payments on encumbrances shall not be considered as expense.

Expenses such as taxes, assessments, etc., are determinable on an annual basis. If such annual expenses cannot be determined for the period in which the income was received, the expenses for the immediately prior period may be used. If the crop is such that the income is received semi-annually or at more frequent intervals the proportionate share of the annual expenses may be considered together with other expenses which are attributable to the production of the crop.

Upkeep expense is computed on the basis of actual expenditure and is not necessarily applicable to any one crop. It may be deducted from the income from the crop or crops which mature next following the upkeep expenditure.

If the nature of the crop or product is such that it is desirable to determine the net income quarterly on semi-annually, any loss which is sustained for one period may be carried over as an expense to be added to the expense applicable to the next period.

Proceeds from the sale of the increase of livestock represent income to be considered in the month received. Expenses incident to raising the livestock such as feed, pasture rent, and prorated personal property tax shall be considered whenever applicable, in determining the net income. The proportionate share of the expenses for maintaining the herd or flock shall be applied to that portion sold, in order to determine net income.

Sale of the increase in livestock means sale of that portion of a herd or flock or hutch which represents a capital gain.

The family shall be requested to keep an account of the income and expenditures. It is their responsibility to make the records available to the county for determination of the net income.

#### Sec. 19 DETERMINATION OF INCOME FROM GENERAL RELIEF

19

If general relief is granted pending the determination of eligibility, the amount shall be taken into consideration in determining the retroactive initial payments for the months in which received.

Emergency general relief granted an ANC family who has lost or misspent the ANC payment, and given for the purpose of enabling the family to meet basic needs for the remainder of the month, may be considered unpredictable income and not subject to collection or adjustment. If it is not so determined; it shall be treated as any other income.

#### Sec. 20 DEVELOPMENT OF BENEFITS AS A RESOURCE

20

Insurance, pensions, and other benefits, e.g., Unemployment Insurance Benefits, Disability Insurance Benefits, Old Age and Survivors Insurance, to which members of the family budget unit are entitled, shall be considered a primary source of income which the family shall be expected to use.



If a child receives an offer of a home from a relative, other person, or agency, the county shall assist in evaluating such offer and in determining whether the child would benefit thereby.

The county shall make available its services to the family for such purposes as investigating the suitability of the home and interpreting the legal, social, and emotional implications of the offer. Usually the county can request qualified agencies to investigate the suitability of distantly located homes. (See Manual of Policies and Procedures, Sec. 235-95, regarding investigation of transportation of needy children outside the state.)

If a child has adequate emotional and physical security in his present home, moving him might have a serious effect on him. If it is decided that it would be best for the child's growth and adjustment that he be moved, the suitability of the home offered should be evaluated to determine whether it can provide the necessary physical and emotional security, or educational, financial, and social benefits.

When the family has reached a decision and a suitable plan has been made, the county may be able to provide other related services, such as preparation of the child for the move, preparation of the new family for the child, or, if the home is rejected, interpretation of the decision to the person who made the offer.